

**SAMPLE AGENDA FOR BOARD MEETING  
REDUCTION-IN-FORCE**

1. Call to Order
2. Roll Call
3. Order of Procedure for Reduction-in-force Hearing for (position being reduced)
  - A. Opening statement by superintendent
  - B. Opening statement by (position being reduced)
  - C. Presentation of superintendent's evidence followed by cross-examination of witnesses by (position being reduced)
  - D. Questions by board members
  - E. Redirect, recross, or additional questions by board members
  - F. Presentation of (position being reduced's) evidence.
  - G. Cross-examination of (position being reduced's) witnesses by superintendent
  - H. Questions by board members
  - I. Redirect, recross, or additional questions by board members
  - J. Presentation of rebuttal and surrebuttal evidence as necessary
  - K. Closing argument by superintendent
  - L. Closing argument by (position being reduced)
4. Proposed executive session to discuss employment of (name of person(s) being discussed), possible implementation of reduction-in-force and to deliberate possible findings of fact. 25 O.S. 307 (b)(1)
5. Vote to go or not to go into executive session
6. Vote to reconvene in open session
7. Executive session minutes compliance announcement
8. Vote to adopt or not to adopt proposed findings of fact concerning superintendent's recommendation to reduce (position being reduced)
9. Vote to determine whether or not a financial basis exists for a reduction-in-force

**SAMPLE AGENDA FOR BOARD MEETING, REDUCTION-IN-FORCE (Cont.)**

- 10. Vote to determine whether or not (position being reduced) position should be eliminated pursuant to the adopted findings of fact
- 11. Vote to renew or not renew (position being reduced) for \_\_\_\_\_ - \_\_\_\_\_ school year
- 12. Adjournment