

SBDM Meeting Agenda and Minutes Reference Sheet

Meeting Agendas

- Should include school name, date, time and location
- Include call to order and adjourn (times with motions must be reflected in minutes)
- Include roll call (members absent are reflected in the minutes)
- Include approval of any previous meeting minutes
- Include public comments
- Include all items to be discussed/approved
- Items that should be included on each regular meeting agenda
 - Review and Approval of up to date monthly SBDM Budget
 - Review and Approval of up to date monthly Title I Budget if a Title I School
 - Review and Approval of any contracts/leases if applicable that month **Ex:** copy machine, school pictures, etc.
 - Review and Approval of any policies/bylaws:
 - Bylaws are operating rules the school council sets to conduct its work
 - Policies are what the school council develops and adopts concerning how the school operates
- **Notes:**
 - The following items must be listed and discussed in closed session
 - School Emergency Plans
 - Personnel
 - Actual or potential litigation
 - No action can be taken in closed session and only the items on the agenda announced for closed session can be discussed in closed session
 - When placing interviews on the agenda the position you are conducting interviews for must be stated. **Ex:** Motion to enter closed session to interview and potentially recommend to hire candidate(s) for the following position(s): Attendance Clerk, Elementary Classroom Teacher, Custodian
- **Special Called Meetings:**
 - Called by chairperson or majority of council
 - All members must be notified 24hrs prior to meeting
 - Agenda cannot be amended

Meeting Minutes

- Should reflect and be aligned in the same format as the agenda
- For discussion items it should reflect the discussion
- For items that require a motion it should state
 - On a motion by *name of person*, 2nd by *name of person* and by consensus vote the council approves.....
 - If not consensus, you state who votes against
- For taking action on personnel, the council does not hire. The council recommends to the superintendent to hire and it should state the name of the individual as well as the position he/she is being recommend for
 - **Ex:** On a motion by *name of person*, 2nd by *name of person* and by consensus vote the council recommends to the superintendent to hire *name of candidate* for the position of *position title to be filled*