

SCHOOL SITE COUNCIL

Chairperson Script

I. Call to Order

Chair: I would like to call the meeting to order at ____ (time)

II. Welcome and Introductions: If new members or visitors; have all introduce themselves

III. Review and Approval of Minutes

A variation of this script to be used for ACTION items as well.

Chair: Please review the minutes from _____. Are there any corrections to the minutes or is there a motion to approve the minutes?

Member: I move to approve/correct the minutes from _____.

Member: I second the motion.

Chair: It has been moved by _____ and seconded by _____ to approve the minutes on _____ as read/corrected. Is there any further discussion? All in favor say "Aye." Any opposed? Any abstentions?

IV. New Business

- *If there is New Business, the Chair will go through each item.*
- *If there is no New Business, the Chair will state "There is no New Business to discuss."*

These items are new items to come before the committee:

Chair: Please review the action item on _____. Is there any additional information to be presented on this item? **Would anyone like to make a motion for this item?**

Member: I move to approve/deny the item on _____.

Member: I second the motion.

Chair: It has been moved by _____ and seconded by _____ to approve the minutes on _____ as written in the agenda/corrected. Is there any further discussion? All in favor say "Aye." Any opposed? Any abstentions?

If there are changes or corrections, be sure to note the precise action that was approved.

V. Old Business

Chair: These items are carried over from previous meetings.

- *Go through each item.*
- *If there is no Old Business, the Chair will state "There is no Old Business to discuss."*
- *Chair will go through a similar process for the approval of the minutes for approval of any actions items.*

Chair: Please review the action item on _____. Is there any additional information to be presented on this item? **Would anyone like to make a motion for this item?**

Member: I move to approve/deny the item on _____.

Member: I second the motion.

Chair: It has been moved by _____ and seconded by _____ to approve the minutes on _____ as written in the agenda/corrected. Is there any further discussion? All in favor say "Aye." Any opposed? Any abstentions?

If there are changes or corrections, be sure to note the precise action that was approved.

- VI. Advisory Committee Reports: Chair will ask if there are representatives from ELAC, DELAC, or DPAC to present report of meetings.

Public and Oral Communications

- VII. **Chair:** This is the point on the agenda where members of the public can speak to the SSC. The SSC cannot act on any items not on the agenda. Each speaker will be limited to 3 minutes. Does anyone wish to address the SSC?

Time may be different according to bylaws.

VIII. Next Meeting

Chair: Our next meeting will be _____ (date)

IX. Adjournment

Chair: Is there a motion to adjourn the meeting?

Member: I move to adjourn the meeting _____.

Member: I second it.

Chair: It has been moved by _____ and seconded by _____ to adjourn the meeting at _____.