Los Angeles Unified School District

Refer to the Agenda of the meeting for specific agenda items to report on. Not every item listed here is applicable to every meeting. Must-do items are circled.

* A record of what was *done* at the meeting (motions made, action taken, results, etc.), not what was *said* by the members
* Should never reflect the secretary’s opinion

Name of School Site Council

Template for Minutes

Date of Meeting

1. **CALL TO ORDER**
   1. The meeting was called to order at (time) \_\_\_\_\_\_\_\_\_\_ by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (title).
2. **PLEDGE OF ALLEGIANCE**

Usually the presiding officer

* 1. The Pledge of Allegiance was led by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (title).

1. **WELCOME** 
   1. The principal/designee or presiding officer usually brings greetings.
   2. (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ welcomed the Council.
2. **ROLL CALL**
   1. Roll call was conducted by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (member).
   2. The quorum was established/not established.

The meeting cannot proceed without 50% + 1 members of the Council in attendance.

1. **MINUTES**
   1. The minutes were read aloud by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (member).
   2. The members were given time to read the minutes in silence.
   3. The following changes/additions were made to the minutes, or no changes were made.
   4. A motion to accept the minutes was made by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (member).
   5. The motion was seconded by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (member).
   6. The results were (number) people in favor, (number) opposed and (number) abstentions.
   7. The motion carried/motion failed.
2. **PUBLIC COMMENT**
   1. An opportunity was given for members of the public to present to the Council.
   2. The public was allowed a limit of two minutes per each speaker to address the Council.
   3. There were (number) public comments.

The basis for many formal complaints; allow time for public to address the Council and have their voices heard. It’s not necessary to write who spoke or what they said—only that Public Comment was made available.

* 1. No members of the public addressed the Council.

1. **PRINCIPAL REPORT**
   1. The principal spoke about the following topics: \_\_\_\_, \_\_\_\_\_, and \_\_\_\_.
   2. He/she gave a school update or shared the information about \_\_\_\_\_\_\_\_\_\_.
   3. He/she discussed the following and asked for feedback: \_\_\_\_, \_\_\_\_\_, and \_\_\_\_.
   4. Information was provided and handouts were available to the members and the members of the public.
   5. A “question and answer” session followed.
2. **CHAIRPERSON REPORT**
   1. The Chairperson gave his/her report on the following topics: \_\_\_\_, \_\_\_\_\_, and \_\_\_\_.
   2. He/she distributed handouts in which the report was outlined with detailed information. These handouts were available to the members and to the members of the public.
3. **PRESENTATIONS ON SINGLE PLAN FOR STUDENT ACHIEVEMENT AND RELEVANT DATA**
   1. (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (title) or (office), presented to the Council on the following topics.
   2. The following information is one of the legal mandates of the Council.
   3. Information was provided through a verbal report or a handout that was made available to all members and to the members of the public.
   4. A “question and answer” session followed the presentation.
   5. He/she provide the Council his/her contact information.
4. **RECOMMENDATION** 
   1. The advisory committee moved a motion to send a written recommendation to the School Site Council (SSC) regarding programs, services and the use of funding to support students’ academic needs.
5. **CONFERENCE REPORT**
   1. (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, member, gave a report (copies were provided to all members and to the members of the public) on the conference he/she attended.
   2. He/she gave a written report about the workshops he/she attended.
   3. He/she gave handouts and materials regarding the conference.
6. **UNFINISHED BUSINESS**
   1. The Council discussed the following unfinished business: \_\_\_\_, \_\_\_\_\_, and \_\_\_\_.
   2. There was a decision to refer to an Adhoc committee.
   3. There was no unfinished business.
7. **NEW BUSINESS**
   1. (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (member), introduced new items of business to the Council.
   2. He/she proposed the following subject for the next meeting: \_\_\_\_, \_\_\_\_\_, and \_\_\_\_.
   3. No action was taken on new business.

It is only during this time that members of SSC may speak on items not on the agenda.

1. **ANNOUNCEMENTS**
   1. (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (title), announced that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   2. He/she gave contact information about the following event: \_\_\_\_\_\_\_\_\_\_.
2. **ADJOURNMENT**
   1. A motion to adjourn the meeting was made by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (member).
   2. The motion was seconded by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (member).
   3. The results were (number) people in favor, (number) opposed and (number) abstentions.
   4. The motion carried/motion failed.
   5. The meeting was adjourned at (time) \_\_\_\_\_\_\_\_\_\_\_\_.
3. **CLOSURE OF MINUTES**
   1. These minutes were respectfully submitted by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (member).
   2. Minutes are signed by secretary or designee.
   3. Minutes are dated on \_\_\_\_\_\_\_\_\_\_\_\_\_.
   4. The minutes were posted on the school website on (date).