Items in red are legally required and must be included in Council meeting minutes.
Items in green are supporting documents that must be submitted with your minutes.

School Name
Date: December __ , 2026
Meeting Time:
Location:

Attendance: Please confirm quorum, and have members sign in.
Those in attendance: (List their names and roles here.)
Guests present: (List their names here.)

1. Opening Business
    - Call to order (time)
    - Agenda approval
        i. Name of Individual Making First Motion/Name of Individual Making Second Motion/Consensus
    - Approval of minutes
        i. Name of Individual Making First Motion/Name of Individual Making Second Motion/Consensus
    - Good news report
2. Individuals Wishing to Address the Council
3. Committee Reports
    i. Name of Individual Making First Motion/Name of Individual Making Second Motion/Consensus
4. Staffing Updates
5. Student Achievement Update
6. Budget
    - Monthly School Budget Report: Council will be provided a summary of flexible code account balances (900XF) and review significant expenditures since the last budget report. Monthly budget reports directions.
        i. First Motion/Second Motion/Consensus
    - Consult with the school media librarian on the maintenance of the school library media center, including the purchase of instructional materials, information technology and equipment.
        i. First Motion/Second Motion/Consensus
    - **Budget Needs Assessment Due December 11—**Council assesses needs-analysis from Budget committee as well as faculty and staff feedback and budget

requests. Needs-analysis must also include assessment of the adequacy of inventory of instructional material and textbooks.

i. First Motion/Second Motion/Consensus

7. Policy Review (Policy FAQ)
    - Second reading and adoption of the following policies:
        i. All additional policies adopted by your specific Council (A list of all your individual school policies is located on the SBDM website.)
            1. Motion to approve the second reading of the policy
                i. Name of Individual Making First Motion/Name of Individual Making Second Motion/Consensus
            2. Motion to adopt the policy
                i. Name of Individual Making First Motion/Name of Individual Making Second Motion/Consensus
8. New Business
    - Review and approve Phase III CSIP in its entirety ensuring the council adoption prior to its submission in the Cognia CSIP by January 1. The Phase III components must be posted to the school's website. Council approves 2026-27 School CSIP; minutes must show approval.

    i. Name of Individual Making First Motion/Name of Individual Making Second Motion/Consensus
9. Announcements and Reminders
10. Development of Next Meeting's Agenda
11. Adjournment (time)

    i. Name of Individual Making First Motion/Name of Individual Making Second Motion/Consensus

When submitting minutes **as a PDF**, ensure that you include the items listed in green. That would include (in this order) the following:

1. Unapproved minutes from this meeting
2. Sign-in sheet
3. Agenda for this meeting
4. Approved minutes from the previous meeting
5. Committee reports
6. Budget reports
7. Policies—Ensure that all adopted policies contain all dates (First/Second/Adoption or date reviewed as well as chairperson's signature; do not list a policy as revised.)
8. Any other items discussed or reviewed as New Business (These are usually CSIP items.)