

MINUTES FORM FOR DOCUMENTATION OR NOTES

Type Meeting: Policy Council Committee: _____ Parent Meeting _____

Date: _____ Time: _____ Location: _____

Members Present: _____

Staff Present: _____

(Attach sign-in)

Meeting called to order by: _____

Minutes of previous meeting (circle one):

read and accepted ; read and amended ; postponed or dispensed with;

approved as distributed ; approved as corrected

Note corrections (if any) here: _____

I. Old Business

A. Motion:

Made by: _____ Seconded by: _____

Discussion Summary: _____

Motion: passed rejected approved unanimously

no motion made, approved by consensus

B. Motion:

Made by: _____ Seconded by: _____

Discussion Summary: _____

Motion: passed rejected approved unanimously

no motion made, approved by consensus

C. Motion:

Made by: _____ Seconded by: _____

Discussion Summary: _____

II. New Business

A. Motion:
Made by: _____ Seconded by: _____
Discussion Summary: _____

Motion: passed rejected approved unanimously
 no motion made, approved by consensus

B. Motion:
Made by: _____ Seconded by: _____
Discussion Summary: _____

Motion: passed rejected approved unanimously
 no motion made, approved by consensus

C. Motion:
Made by: _____ Seconded by: _____
Discussion Summary: _____

Items as discussed from agenda and reports: _____

Other announcements: _____

Next meeting scheduled for: _____ Meeting adjourned at: _____

Form prepared and submitted by: _____ Title: _____