

## SAMPLE SBDM MINUTES GUIDELINES

Minutes are a record of what was done at a meeting --  
not a record of what was said by members or guests.

### INCLUDE:

- ✓ First Paragraph:
  - Kind of meeting (regular, special, adjourned)
  - Name of board
  - Date and time of meeting
  - Place of meeting, if varies
  - Attendance Facts: Who was present/absent by name
  - Whether minutes of previous meeting were read and approved
- ✓ Separate paragraph for each subject matter with name of who moved:
  - All main motions or proposed actions required by the full council.  
(except any motions being withdrawn, *as reflected below*) stating
    - The wording in which adopted or disposed of
    - The disposition of motion (including amendments or motions)
  - Secondary motions that were not lost or withdrawn
  - All notices of motion
  - All points of order and appeals, whether sustained or lost
- ✓ Last Paragraph:
  - Hour of adjournment
- ✓ Signature of Clerk

### DO NOT INCLUDE:

- ✗ Secunder's name
- ✗ Remarks of guest speakers
- ✗ Personal opinion on anything said or done

# Sample SBDM Council Minutes

The regular monthly meeting of the School Based Decision Making Council was held on Monday, June 30, 2012 at 6:00 PM, at IAKSS building, with all members of the SBDM council being present. The minutes of the May 2012 meeting were read and approved as correct.

The report of the Curriculum Committee was received and placed into record.

The motion relating to the public comments of the April 2012 meeting, was addressed as noted on the agenda. On a motion from Mrs. Jones, the motion was directed to a research and development committee with instructions to report at the September 2012 meeting.

Mr. Williams moved “that the SBDM Council participate in a team building training at the Lexington Team Building Academy being held in August just before the start of the new school year. After discussion from all council members, the motion was adopted as read: “The 2012-2013 SBDM Council will participate in a team building training held August 2, 2012 at the Lexington Team Building Academy from 8:00 AM until 12:00 PM.”

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Will B. Fine, Secretary

The meeting adjourned at 6:00 PM

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**Fayette County Public Schools**

Office of Equity, School Support and Community Engagement: School Based Decision Making