(School Name)

**School Site Council Meeting**

(Date, Time, Location)

1. **Call to Order *(at)* \_\_\_\_\_\_\_ *(time)* (Chair Person)**
2. **Attendance/Roll Call *(sign-in)* (Chair Person)**

|  |  |  |  |
| --- | --- | --- | --- |
| Principal: |  | Parent: |  |
| Teacher: |  | Parent: |  |
| Teacher: |  | Parent: |  |
| Teacher: |  | Student: |  |
| Teacher: |  | Student: |  |
| Other Staff: |  | Student: |  |

1. **Approval of the Agenda *(action)* (Chair Person)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Motion by: |  | | | | Seconded by: |  | |
| Discussion/  Amendments |  | | | | | | |
| Vote | Aye |  | Nay |  | Circle one: | Approved | Not approved |

1. **Approval of Minutes from \_\_\_\_\_\_\_ (date) Meeting *(action)* (Chair Person)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Motion by: |  | | | | Seconded by: |  | |
| Discussion/  Amendments |  | | | | | | |
| Vote | Aye |  | Nay |  | Circle one: | Approved | Not approved |

1. **Public and Oral Communication (Chair Person)**

|  |  |
| --- | --- |
| (No action many be taken on items that are not on the agenda as action items) | |
| Notes |  |

1. **Advisory Committee Reports (Chair Person)**

|  |  |
| --- | --- |
| *(LCAP PAC, DELAC, Site Title I, ELAC)* | |
| Committee | Notes | |
|  |  | |
|  |  | |
|  |  | |

1. **Information Items:**

* Budget Report for (list budgets shared) (by: \_\_\_\_\_\_\_\_\_)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Attachment | Yes |  | No |  |  |  |  |
| Discussion/  Amendments |  | | | | | | |

* Site Plan Review/Monitoring (by: \_\_\_\_\_\_\_\_\_)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Attachment | Yes |  | No |  |  |  |  |
| Discussion/  Amendments |  | | | | | | |

* Program Report (specify program) (by: \_\_\_\_\_\_\_\_\_)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Attachment | Yes |  | No |  |  |  |  |
| Discussion/  Amendments |  | | | | | | |

1. **Action Items**

* Expenditure Request *(action)* (by: \_\_\_\_\_\_\_\_\_)

(Description of expenditure including cost, SPSA reference and budget being used.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Motion by: |  | | | | Seconded by: |  | |
| Discussion/  Amendments |  | | | | | | |
| Vote | Aye |  | Nay |  | Circle one: | Approved | Not approved |

* Site Plan Revision Approval *(action)* (by: \_\_\_\_\_\_\_\_\_)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Motion by: |  | | | | Seconded by: |  | |
| Discussion/  Amendments |  | | | | | | |
| Vote | Aye |  | Nay |  | Circle one: | Approved | Not approved |

1. **Old Business (Chair Person)**

* Report on purchases received:
* Share-out from staff development attended:

1. **Adjourned *(at)* \_\_\_\_\_\_\_ *(time)* (Chair Person)**