# [School Name] School-Based Decision Making Council Meeting Minutes – [date]

[location] – [time]

Members In attendance:

Guest(s):

1. **Opening Business**
   1. Welcome
      1. Meeting called to order at [time] with quorum present
   2. SBDM Meeting Norms
      1. [norms established by council]
      2. School councils have the responsibility to set school policy that provides an environment to enhance students’ achievement.
   3. Approval of Agenda
      1. Motion:
      2. Second:
      3. Discussion:
      4. Approved:
   4. Approval of Last Month’s Minutes
      1. Motion:
      2. Second:
      3. Discussion:
      4. Approved:
   5. Good News
      1. [good news]
2. **Principal’s Report**
   1. [topic]
      1. Presenter:
      2. Information:
3. **Policy Review and Revision**
   1. [policy under review]
      1. Presenter:
      2. Information:
         1. Motion:
         2. Second:
         3. Approved:
4. **Committee Reports**
   1. [committee]
      1. Presenter:
      2. Information:
5. **Student Achievement**
   1. [topic]
      1. Presenter:
      2. Information:
6. **Old Business**
   1. [topic]
      1. Presenter:
      2. Information:
7. **New Business**
   1. [topic]
      1. Presenter:
      2. Information:
8. **Public Comment**
9. **Next Meeting and Adjournment**
   1. Motion:
   2. Second:
   3. Time adjourned: