# [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: