



School Committee Minutes

Name of Committee _____ Date _____

Type of Meeting: Regular Special Location _____

Members Present

Staff Present

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Members Absent:

1. CALL TO ORDER

The meeting was called to order by Chairperson _____ at _____ (time).

2. APPROVAL OF AGENDA

Motion That agenda be approved as presented

That agenda be approved as amended

M/S by _____ / _____ Carried Defeated

3. DELEGATION

Delegation (name/group) _____

Date/time attended _____

Topic or issue _____

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Motion That minutes from previous meeting be approved as presented

That minutes from previous meeting be approved with changes

M/S by _____ / _____ Carried Defeated

5. BUSINESS ARISING FROM MINUTES

Business arising from the Minutes:

6. TREASURER’S REPORT

Previous Balance _____

Money Received _____

_____ (+) _____

Money paid out: _____

_____ (-) _____

Present Balance _____

Motion That Treasurer’s Report be received as presented

M/S by _____ / _____ Carried Defeated

Motion That the following bills be approved for payment:

M/S by _____ / _____ Carried Defeated

7. CORRESPONDENCE

That the following correspondence be received as information:

Date: _____ Re: _____ From: _____

8. DRAFT POLICY REVIEW

That the following Draft Policies were reviewed and discussed: _____

Recommendations and comments will be forwarded to the Chief Superintendent’s office.

9. REPORTS

The following reports were received as information:

a. Principal's Report: The principal reported on the following information:

i. Mathematics Assessments

ii. E.L.A. Continuum

iii. Monthly Attendance Reports

iv. Discussion on Effective Schools Correlates

v. Suspension Reports

vi. Early Years Assessments (EDI/DIAL)

vii. Healthy Foods in Schools & Offices (Policy F.1.M.)

viii. Division Assets (Policy D.3.A)

ix. Grant Applications

b. Area Superintendents' Report

c. Governance Support Officer's Report

d. Board Report / Board Highlights

e. Other

Motion That reports be received as information

M/S by _____ / _____ Carried Defeated

10. FOR APPROVAL: SPORTS TRIPS, TOURS, FUND-RAISING EVENTS, REQUEST FOR USE OF FACILITIES

Motion That the following Sports Trips / Tours / Fund Raising Events / Request for Use of Facilities are approved as presented.

M/S by _____ / _____ Carried Defeated

Sports Trip(s) _____

Tour(s) _____

Fund Raising Event(s) _____

Request for Use of Facilities _____

11. IN-CAMERA DISCUSSION (See Page 11 of handbook for process)

Motion To move **in-camera** @ _____ (time)

M/S by _____ / _____ Carried

Motion To move **out** of in-camera @ _____ (time)

M/S by _____ / _____ Carried

Motion _____

M/S by _____ / _____ Carried Defeated

12. UNFINISHED BUSINESS

The following unfinished business was discussed:

13. NEW BUSINESS

The following new business was discussed:

14. GENERAL DISCUSSION (and other Motions, if required)

Motion That _____

M/S by _____ / _____ Carried Defeated

Motion That _____

M/S by _____ / _____ Carried Defeated

Motion That _____

M/S by _____ / _____ Carried Defeated

Motion That _____

M/S by _____ / _____ Carried Defeated

15. ADJOURNMENT AND DATE OF NEXT MEETING

Moved by _____ to adjourn meeting.

Adjourned at _____ (time).

Date of Next Meeting _____

Special Notes for Next Meeting _____

Revised May 2015