# Local School Improvement Council (LSIC)

## Meeting Minutes Template

Minutes are a written account of what transpired during a meeting. Minutes are recorded by a designated member of the group and posted to your school’s website.

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| Name of School: |  | Name of Chair: |  |
| Date of Meeting: |  | Name of Principal: |  |
| Place of Meeting: |  | Start/End Times of Meeting: |  |

1. Call Meeting to Order: Document who starts the meeting and the time the meeting begins.
2. Roll Call: Document the LSIC officers/members that are present and absent. All sign-in sheets can be attached.
3. Reading and Approval of Minutes: Document who reads the minutes, any corrections made, and if the minutes are approved.
4. Principal’s Report: Give a detailed description of the report being presented.
5. Officer/Committee Reports: Give a detailed description of the report(s) being presented and the name of the officer/committee reporting.
6. Items to be Discussed: Give a detailed description of all items discussed.
7. Motions, Orders, Resolutions, Ordinances and Measures Proposed: Document the name of the person proposing each action and the disposition of the matter. Record the exact wording of the motion. Results from all votes must be documented.
8. Announcements: Document all announcements made.
9. Adjournment: Document the time the meeting is adjourned.