 **State & Federal Programs**

**TIPS FOR SCHOOL SITE COUNCIL MINUTES**

* **Minutes are organized by and follow the posted agenda**
* **Minutes list all of the School Site Members and guests for each meeting**

**Reports**

* **Includes the topic and who made the report (Ex. Principal gave a student data report)**
* **Major points of report are noted and include handouts**

**Motions**

* **All motions are noted with the name of the person making the motion and the person who seconded the motion**
* **Discussion includes main points and who made them (minutes should reflect parent/student input)**

**SPSA/Budget Revisions**

* **Changes in actions are clearly explained (what is changed and why)**
* **Changes to budget amounts are noted**

**School Site Responsibilities**

* **School Site Council activities that are required in law should be clearly noted in the minutes**
  + **Student data presentation and discussion**
  + **Current SPSA and Budget revisions**
  + **Updates and reports concerning progress in implementing SPSA actions**
  + **Evaluating the SPSA**
  + **Approving the new SPSA**