*School Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*



**School Site Council (SSC) Agenda/Minutes**

|  |  |
| --- | --- |
| **Meeting Date**: | **Meeting Location**: |
| **Starting Time**: | **Ending Time**: |

**Participants: Elected SSC Council Members. All staff, parents and members of the public invited.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item/Time Limit** | **Actions Requested** | **Person Responsible** | **Comments/Parent Advice** |
| **1. Call to Order**  **( min.)** |  |  |  |
| **2. Roll Call**  **( min.)** |  |  |  |
| **3. Additions/Changes to Agenda**  **( min.)** |  |  |  |
| **4. Reading and Approval of Minutes**  **( min.)** |  |  |  |
| **5. Reports of Officers/Committees ( min.)** |  |  |  |
| **6. Public Comment ( min.)** |  |  |  |

**\*Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.**

|  |  |  |  |
| --- | --- | --- | --- |
| **7. Unfinished Business**  **( min.)** |  |  |  |
| **8. New Business**  **(5 min.)** |  |  |  |
| **9. New Business ( min.)** |  |  |  |
| **10. New Business**  **( min.)** |  |  |  |
| **11. New Business**  **( min.)** |  |  |  |
| **12. Adjournment**  **( min.)** |  |  |  |

**Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(type name)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attach sign-in sheet**