

## **Pre-Meeting Checklist**

- ☐ Strategic plan has been approved and priorities have been ranked
  - Your strategic plan **must** be approved **AND** your strategic priorities **must** be ranked before starting the budget process. These need to have been an **Action Item** (i.e., vote) of the GO Team in a meeting.
- ☐ Team members are informed about the time, date and location of the meeting.
- ☐ Principal has emailed the **Budget Development Presentation** to team members before Feedback Meeting.
- ☐ Meeting notice is posted to the website and additional locations according to template instructions **at least 24 hours prior** to the meeting.
- ☐ Stakeholders have been notified about meeting using normal school communication channels to inform internal and external stakeholders.
- ☐ Budget support materials (*as applicable*) have been distributed team members prior to meeting.
- ☐ Review the minutes from the previous meeting and share them with the team before the meeting.

# Budget Allocation Meeting Script

## **I. Call to Order**

**Chair:** Good Morning/Afternoon/Evening. Welcome to [insert school's name] GO Team Meeting, where we will follow the agenda as it has been emailed to you and publicly noticed.

I am pleased to call this meeting of the [insert school's name] GO Team to order.

Our first order of business is to **call roll**. The secretary will now take the roll.

## **II. Roll Call, Establishment Of Quorum**

**Secretary:** *[Calls roll of GO Team members and records them on the minutes worksheet; records names of members not present and reads or distributes the previous minutes and any additional materials.]*

**Chair:** This team will only be able to take official action if a quorum is present. [insert name of appointed interim secretary], **is there a quorum present?**

**Secretary:** **YES**, there is a quorum present OR **NO**, there is not a quorum present.

*If there is no quorum present:*

**Chair:** We do not have a quorum present. A quorum is the minimum number of members who must be present at a meeting to transact business. We needed a majority of GO Team members in attendance to vote on the agenda items. Having a quorum protects the school by preventing a very small number of members from taking action on behalf of the entire school.

*If you do not have a quorum, proceed to the Information Items on the agenda or adjourn.*

*If there is a quorum present, proceed to the Action Items on the agenda.*

## **III. Action Items**

### **A. Approval of the Agenda**

**Chair:** Our first order of business is to **Approve the Agenda**. This was provided to you and copies are here. Please take a moment to review the agenda. Are there any changes to the agenda? *[If changes are offered and the majority agree, amend the agenda as appropriate.]*

May I have a motion to **Approve the Agenda**? A second? *[Note names of the members making the seconding the motion]*. All in favor, please say "Aye" or raise your hand. All opposed, please say "Nay" or raise your hand. Any abstentions? Please identify yourself or raise your hand. *[The secretary will note how each member voted.]*

### **B. Approval of the Minutes**

**Chair:** We will review and **Approve the Meeting Minutes** from our last meeting. The minutes have been provided to you. Are there any corrections?

## Budget Allocation Meeting Script

*If corrections are offered, the Chair permits discussion by the members, just to be sure everyone agrees that the correction is accurate. The secretary then enters the corrections on the master copy. When no further corrections are offered, the Chair says,*

If there are no (further) corrections, may I have a motion to approve the previous meeting's minutes? A second? *[Note names of the members making the seconding the motion]*. All in favor, please say "Aye" or raise your hand. All opposed, please say "Nay" or raise your hand. Any abstentions? Please identify yourself or raise your hand. *[The secretary will note how each member voted.]*

### **C. Strategic Plan Review and Update** *(if not previously completed)*

**Chair:** Our first **Action Item** is to review and update the **Strategic Plan** **(Complete only if the GO Team has not approved the Strategic plan)**

We will now hear from the principal as they review the final strategic plan. *[Principal reviews the strategic plan and answers team member questions.]*

Are there any questions or discussion about this Action Item? *[Permit the GO Team a limited amount of time to review the Action Item – this Item should have been a Discussion Item at a previous meeting, therefore the GO Team shouldn't require much time]* Chair will facilitate the discussion and then make a motion to approve the strategic plan.

After discussion has ended the chair says, Do I hear a motion to accept the updates of the strategic plan?

**When the motion is moved and seconded**, the chair responds - May I have a motion to adopt this Action Item? A second? *[Note names of the members making the seconding the motion]*. All in favor, please say "Aye" or raise your hand. All opposed, please say "Nay" or raise your hand. Any abstentions? Please identify yourself or raise your hand. *[The secretary will note how each member voted.]*

**When the motion is not moved and seconded**, ask for a motion for additional discussion. If the motion for discussion is moved and seconded, and receives a majority vote, the chair responds will then facilitate additional discussion with the goal to get to a strategic plan the GO Team can approve.

*[Note to Chair & Secretary: Record any changes to the Action Item in the minutes.]*

### **D. Rank Strategic Priorities** *(if not previously completed)*

**Chair:** Our next **Action Item** is to **rank our Strategic Priorities** **(Complete only if the GO Team has not previously ranked the priorities.)**

## Budget Allocation Meeting Script

Based upon our approved Strategic Plan, we now need to rank our priorities for next school year. This ranking will guide how the principal focuses budget expenditures to address the top priorities.

*[Permit members of the GO Team a reasonable amount of input in the discussion. As much as possible, try to keep the team on topic and on task. Once the GO Team reaches a consensus, move to a motion:]*

Are we agreed with the presented ranking of our school priorities? Are there any questions or further discussion about this Action Item? *[Permit the GO Team a limited amount of time to review the Action Item – this Item should have been a Discussion Item at a previous meeting, therefore the GO Team shouldn't require much time]*

After discussion has ended the chair says, Do I hear a motion to accept the ranking of our priorities of the strategic plan?

**When the motion is moved and seconded**, the chair responds - May I have a motion to adopt this Action Item? A second? *[Note names of the members making the seconding the motion]*. All in favor, please say "Aye" or raise your hand. All opposed, please say "Nay" or raise your hand. Any abstentions? Please identify yourself or raise your hand. *[The secretary will note how each member voted.]*

**When the motion is not moved and seconded**, ask for a motion for additional discussion. If the motion for discussion is moved and seconded, and receives a majority vote, the chair responds will then facilitate additional discussion with the goal to get to a priorities ranking the GO Team can approve

*[Note to Chair & Secretary: Record any changes to the Action Item in the minutes.]*

### **IV. Discussion Items**

#### **A. Budget Development Process**

##### **i. Review and update meeting calendar, if necessary**

**Chair:** We will now move to the **Discussion Items** on our agenda. For the next few meetings, we will be focusing on creating a budget for the next school year which aligns with our strategic plan and addresses our strategic priorities. We need to ensure our meeting schedule will permit us to complete the budget and aligns with the District's timeline.

We need to have a draft budget completed prior to our principal's staffing conference – sometime between February 21 and February 28, 2023. Then, we will need to have a meeting after the staffing conference and before Friday, March 17, 2023 for the final budget approval.

Principal *[Insert Name]*, when is the school's staffing conference scheduled to take place?

## Budget Allocation Meeting Script

Thank you for that information. We will now take a minute to look at our meeting schedule and determine if we can meet the expectation and timeline. *[Please be prepared to list your team's meeting dates and discuss if you need to change your meeting schedule by either changing meeting dates and/or adding meetings If you make a change to your calendar, you will need to take a vote.]*

**(Complete the following motion only if the GO Team has made changes to the meeting calendar.)**

*[After discussion has ended]* **Chair:** Do I hear a motion to accept the changes to the meeting calendar?

**When the motion is moved and seconded**, the chair responds - May I have a motion to adopt this Action Item? A second? *[Note names of the members making the seconding the motion]*. All in favor, please say "Aye" or raise your hand. All opposed, please say "Nay" or raise your hand. Any abstentions? Please identify yourself or raise your hand. *[The secretary will note how each member voted.]*

**When the motion is not moved and seconded**, ask for a motion for additional discussion. If the motion for discussion is moved and seconded, and receives a majority vote, the chair responds will then facilitate additional discussion with the goal to get to a meeting schedule.

### **B. Budget Allocation Presentation**

**Chair:** We will now move to our next item the Budget Allocation Presentation. *[Principal explains the school's allocation as was given in the presentation that was sent to GO Team members before the meeting. Principal will also entertain clarification questions from GO Team members.]*

*[After discussion has ended]* **Chair:** Thank you Principal \_\_\_\_\_ for sharing this information. I am sure after we have had an opportunity to review it again, we might have additional questions for the **Budget Feedback Meeting**.

*[For each Discussion Item, permit members of the GO Team a reasonable amount of input. As much as possible, try to not let a person speak twice to a topic until everyone else has had an opportunity to speak. If your meeting time is running out, ask for a motion to Table any or all Discussion Items until the next meeting.]*

### **V. Information Items**

**Chair:** We will now move on to **Information Items**; first is the **Principal's Report**.

*[The Principal will give a report.]*

**Chair:** Thank you, Principal *[insert Principal's name]*. We will now hear about additional Information Items. *[Complete all Information Items on the Agenda as appropriate.]*

## Budget Allocation Meeting Script

### **VI. Announcements**

**Chair:** We remind all GO Team members to complete their budget training on the ELiS platform. If you need assistance with the platform, contact the GO Team Office.

Does anyone have any additional announcements? *[Permit GO Team members to provide additional Announcements, as appropriate.]*

### **VII. Adjournment**

**Chair:** We have reached the end of our agenda. Is there any additional business at this time?

*[If there is additional business, determine if it should be addressed immediately, or placed on the next meeting's agenda. Once this discussion as concluded, then ask:]*

May I have a motion to **Adjourn** the meeting? A second? *[Note names of the members making the seconding the motion]*. All in favor, please raise your hand. All opposed, please raise your hand. Any abstentions? Please raise your hand. *[The secretary will note how each member voted.]*

Meeting is adjourned. *[The secretary will record the actual time in the minutes.]*

## Post Meeting Checklist

- ☐ Meeting summary including the members present (or draft meeting minutes) are posted on the school's website, send a copy to the GO Team members and send a copy to the GO Team office at within two (2) business days, [goteam@apsk12.org](mailto:goteam@apsk12.org) .
- ☐ All team members have completed Budget training and completed training assessment.
- ☐ Contact the GO Team Office to confirm your Budget Feedback and Budget Approval meeting dates and times.