

## **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 previous 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 **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 Feedback 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.

*Proceed to the Information Items on the agenda section.*

*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?

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*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.]*

## **IV. Discussion Items**

**Chair:** We will now move to the **Discussion Items** on our agenda.

### **A. Budget Development Presentation**

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

Thank you Principal \_\_\_\_\_ for sharing this information. We will now need to discuss the draft budget to ensure it addresses our school's strategic plan and identified priorities. Some questions for us to consider during our discussion:

- 1. Are our school's priorities (from the strategic plan) reflected in this budget?**
  - a. Are new positions and/or resources included in the budget to address our major priorities?
  - b. Do we know (as a team) the plan to support implementation of these priorities beyond the budget (ex. What strategies will be implemented)?
  - c. What tradeoffs are being made in order to support these priorities?
- 2. How are district and cluster priorities reflected in our budget?**
  - a. Cluster priorities- what staff, materials, etc. are dedicated to supporting our cluster's priorities?
  - b. Signature programs- what staff, materials, etc. are dedicated to supporting our signature program?
  - c. Are there positions our school will share with another school (e.g., nurse, counselor)?

## **V. Information Items**

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

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*[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.]*

### **VI. Announcements**

**Chair:** We do have an **ANNOUNCEMENT** from the GO Team Office: Declarations for GO Team Elections are open until February 28. We will need both parent/guardian and non-supervisory instructional staff candidates. If you are interested and/or know of anyone else who would be a good fit for our team, please direct them to [apsstrongschools.com](https://apsstrongschools.com) to declare their candidacy! If you have questions, 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 Approval meeting date and time.