**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Call to order:** [Insert actual Start Time of the meeting]
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** |  |  |
| **Parent/Guardian** |  |  |
| **Parent/Guardian** |  |  |
| **Parent/Guardian** |  |  |
| **Instructional Staff** |  |  |
| **Instructional Staff** |  |  |
| **Instructional Staff** |  |  |
| **Community Member** |  |  |
| **Community Member** |  |  |
| **Swing Seat** |  |  |
| **Student** *(High Schools)* |  |  |
| **Student** *(High Schools)* |  |  |

**Guests Present:** [If someone has been invited someone to present to the GO Team, list the name(s) here; you do not have to list observers]

**Quorum Established:** [Yes or No]

1. **Action Items** *(add items as needed)*
   1. **Approval of Agenda:** Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

* 1. **Approval of Previous Minutes:** *List amendments to the minutes:*

Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

* 1. **Approval of the Draft Budget** *(after presentation and discussion)***:**

Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

1. **Discussion Items** *(add items as needed)*
   1. **Budget Development Presentation**: [Add description of discussion item and brief summary of the discussion – be sure to include any materials presented or handed out – e.g. PowerPoint Presentation]
   2. **Discussion Item 2**: [Add description of discussion item and brief summary of the discussion]
2. **Information Items** *(add items as needed)*
   1. **Principal’s Report** [Add brief summary of the report and any resulting discussion]
   2. **Information Item 2** [Add brief summary of the item and any resulting discussion]
3. **Announcements** [Add brief summary of the announcements]
4. **Adjournment**

Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

**ADJOURNED AT** [Insert Actual Time]

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**Minutes Taken By:** [Insert Name of Person Taking the Minutes]

**Position:** [Insert Person’s Position on the GO Team – either the officer position or just “GO Team member]

**Date Approved:** [Insert Date the Minutes are **APPROVED** by the GO Team]