

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 Feedback Presentation** to team members before Feedback Meeting (*best practice: 48 hours prior to the 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 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 and 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 and 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 Feedback Presentation

Chair: Our next agenda item is the Budget Feedback Presentation. Principal _____ will walk us through their proposed school's draft budget, which was shared with everyone before the meeting. After the presentation, we'll have a discussion about how the budget aligns with our school's strategic priorities.

As we review the budget, it's important to focus on how any adjustments from the district's recommended funding support our school's goals. This is an opportunity for us, as a GO Team, to provide feedback and ensure that our school is making the most of its available resources.

[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 that overview. Let's start our discussion by examining how the proposed budget supports our strategic priorities. We want to ensure it aligns with our school's plan while making the best use of our flexibility. Keeping our focus on strategic priorities will help ensure any adjustments are intentional and support our goals. To guide our conversation, let's consider the following:

1. Strategic Alignment and School-Level Flexibility

- a. Does this budget proposal, as a whole, effectively support our school's strategic priorities?
- b. How do the principal's proposed changes directly support priorities in our strategic plan? Can we clearly connect each adjustment to a strategic goal?
- c. If new positions, resources, or programs are being added, what data or feedback supports these changes? How will we measure their impact?
- d. What trade-offs are involved? Are any current programs or resources being adjusted or reduced, and how will that affect our students and staff?

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2. District and Cluster Priorities

- a. How do these proposed changes align with district and cluster priorities? Do we foresee any challenges or misalignments?
- b. If the district has allocated funds for specific initiatives – for example Signature Programs - how are those reflected in our budget?
- c. If we are sharing staff positions (e.g., nurse, counselor, teacher), how will this affect student support and service delivery at our school?

As a GO Team, we have the opportunity to provide input on this budget before it moves forward. If we believe adjustments are needed to better align with our strategic plan, we can propose and discuss them now. Once we conclude our discussion, we will take a vote on the draft budget.

After this meeting, Principal _____ will take the approved draft to the cluster superintendent and HR staffing conference. Following those meetings, we will meet again to review any final updates and vote on our school’s final budget recommendation.

[Allow the GO Team enough time to discuss and consider the proposed budget. GO Team members can suggest changes. Continue after discussion has ended.]

ACTION ITEM: Draft Budget Approval

Chair: Thank you Principal _____ for sharing this information. I will now entertain a motion to approve the draft budget. A second? *[Note names of the members making and 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.]*

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.]*

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 to declare their candidacy! If you have

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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 is concluded, then ask:]

May I have a motion to **Adjourn** the meeting? A second? *[Note names of the members making and 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 .
- All documents and data presented at the meeting are posted to the school's website within 48 hours of the meeting.
- Meeting recording is posted to the school's website within 48 hours of the meeting
- All team members have completed Budget training and completed training assessment.