<ACADEMY NAME>

**Board Meeting Minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date:** | | <Date of Meeting> | | |
| **Time:** | | <Time of Meeting> | | |
| **Location:** | | <Location Name> | | |
| <Address> | | |
| <City, MI Zip> | | |
| **MEETING TYPE** | | Regular | | Special |
| **MINUTES TYPE** | | Proposed | | Approved |

1. **Call To Order**

The meeting was called to order at <Time>.

1. **Roll Call**

Board Member Attendance:

|  |  |  |  |
| --- | --- | --- | --- |
| <Name> | President | Present | Absent |
| <Name> | Vice President | Present | Absent |
| <Name> | Secretary | Present | Absent |
| <Name> | Treasurer | Present | Absent |
| <Name> | Director | Present | Absent |
| <Name> | Director | Present | Absent |
| <Name> | Director | Present | Absent |

Other Attendees in attendance:

<Name>, <Name>, <Name>

1. **Approval of Agenda** *(if items are added, they should be included under other business)*

|  |  |  |  |
| --- | --- | --- | --- |
| Motion | L. Name | | |
| Support | L. Name | | |
| Vote | *Ayes* | *Nays* | *Abstentions* |
|  | <#> | <#>  L. Name | <#>  L. Name |

|  |  |  |  |
| --- | --- | --- | --- |
| Motion | L. Name | | |
| Support | L. Name | | |
| Vote | *Ayes* | *Nays* | *Abstentions* |
|  | <#> | <#>  L. Name | <#>  L. Name |

1. **Public Comment** *(reserved for agenda items only)*

The board heard comments from \_\_\_\_\_\_\_\_\_\_\_\_ related to \_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Consent Agenda**   
   *Note: A consent agenda is not required as is offered here as a tool/option. If items are removed, they should be included under “new business.”*

**Action requested:** Motion to <approve/accept>, <ratify> items listed on consent agenda as submitted.

|  |  |  |  |
| --- | --- | --- | --- |
| Motion | L. Name | | |
| Support | L. Name | | |
| Vote | *Ayes* | *Nays* | *Abstentions* |
|  | <#> | <#>  L. Name | <#>  L. Name |

|  |  |  |  |
| --- | --- | --- | --- |
| Motion | L. Name | | |
| Support | L. Name | | |
| Vote | *Ayes* | *Nays* | *Abstentions* |
|  | <#> | <#>  L. Name | <#>  L. Name |

1. **Administrator Report(s)** *(no sample attached; format may vary based on board’s goals for school leader)*

**Action requested:** Motion to <approve/accept> Administrator Report as presented/submitted.

|  |  |  |  |
| --- | --- | --- | --- |
| Motion | L. Name | | |
| Support | L. Name | | |
| Vote | *Ayes* | *Nays* | *Abstentions* |
|  | <#> | <#>  L. Name | <#>  L. Name |

1. **Treasurer’s Report**

**Action requested:** Motion to <approve/accept> Treasurer’s Report as presented/submitted.

|  |  |  |  |
| --- | --- | --- | --- |
| Motion | L. Name | | |
| Support | L. Name | | |
| Vote | *Ayes* | *Nays* | *Abstentions* |
|  | <#> | <#>  L. Name | <#>  L. Name |

1. **Committee Report(s)**
   1. **<Committee Name>:** The committee reported…
   2. **<Committee Name>:** The committee reported…
   3. **<Committee Name>:** The committee reported…
2. **Old Business** 
   1. Item #1 Topic. Brief Description
   2. Item #2 Topic. Brief Description
   3. Item #3 Topic. Brief Description

**Action requested:** Motion to

|  |  |  |  |
| --- | --- | --- | --- |
| Motion | L. Name | | |
| Support | L. Name | | |
| Vote | *Ayes* | *Nays* | *Abstentions* |
|  | <#> | <#>  L. Name | <#>  L. Name |

**Action requested:** Motion to <approve/accept>

|  |  |  |  |
| --- | --- | --- | --- |
| Motion | L. Name | | |
| Support | L. Name | | |
| Vote | *Ayes* | *Nays* | *Abstentions* |
|  | <#> | <#>  L. Name | <#>  L. Name |

1. **New Business** 
   1. Item #1 Topic. Brief Description
   2. Item #2 Topic. Brief Description
   3. Item #3 Topic. Brief Description

**Action requested:** Motion to

|  |  |  |  |
| --- | --- | --- | --- |
| Motion | L. Name | | |
| Support | L. Name | | |
| Vote | *Ayes* | *Nays* | *Abstentions* |
|  | <#> | <#>  L. Name | <#>  L. Name |

1. **Extended Public Comment** *(limited to 3 minutes per person on any item/matter not listed on the agenda)*

The board heard comment from \_\_\_\_\_\_\_\_\_\_\_\_ related to \_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Other Business** 
   1. Item #1 Topic. Brief Description
   2. Item #2 Topic. Brief Description

**Action requested:** Motion to

|  |  |  |  |
| --- | --- | --- | --- |
| Motion | L. Name | | |
| Support | L. Name | | |
| Vote | *Ayes* | *Nays* | *Abstentions* |
|  | <#> | <#>  L. Name | <#>  L. Name |

1. **Adjournment**

The board adjourned at <TIME>.

**Minutes Certification:**

**Proposed** minutes respectfully submitted:

Board Secretary /Recording Secretary Date

**Approved** by the Board of Directors on <Date of Meeting>:

Board Secretary Date