

SAMPLE BOARD MINUTES

The following sample board minutes represent a typical format and content for board meeting minutes. To some extent, this can be customized to suit the needs of the school board or particular issues that may be addressed at the meeting.

BOARD MINUTES

School

Month/Day/Year

BOARD MEMBERS:

Present:

Absent:

Others Present:

Quorum Present:

CALL TO ORDER: (Month/Day/Year/Time)

OPENING PRAYER

APPROVAL OF PREVIOUS MINUTES

COMMITTEE REPORTS

PRINCIPAL SCHOOL REPORT

ACTION ITEMS

NEXT MEETING DATE