

SAMPLES OF SCHOOL BOARD MINUTES LANGUAGE

Finance: Finance chair _____ reported that the committee met and reviewed the current financials of the school through September 30, 2xxx. He noted that the concern for the school is all tied to fundraising. There was discussion about the budget timeline. _____ (Name) distributed a summary of the last two years' financials and the current year budget to be distributed to the board once the finance committee approves.

The topic of bullying was discussed. It was noted that a parent stated that they left the school because of bullying. It was noted by a board member that we cannot tolerate a student leaving because they do not feel safe. The Principal will check into the situation. There was further discussion about creating a policy specifically for bullying. There will be investigation about what resources can be acquired to educate students on bullying.

A motion was made by _____ and seconded by _____ to approve the October 2008 minutes as presented with one change to the section on Public Relations. Unanimous approval received.

Meeting called to order on May 13, 2009, at 7:00 p.m. by Chairperson _____.

Technology Committee: The Technology Committee reported that a sub-committee developed a policy on personal laptop use at school. This policy requires a contract to be signed for virus protection software to be on each PC to be used with the schools. The Board noted a few changes to be made to the written contract and will review this policy again at the next meeting.

Construction Committee: The construction Committee presented the Board with an update on construction. HVAC noise issues are in the process of being rectified. Construction on the gym roof will take place after school is out.