

Sample Minutes

Meeting Minutes Site-Based Decision Making Team XYZ Elementary School Tuesday, November 2, 20__

Opening Statement

The October meeting of the Site-Based Decision Making Team was held at 6 p.m. October 20, 20__, in the library of XYZ School. The meeting was facilitated by ABC. Present for the meeting were: _____.

Old business included requests from the Chair to fill positions still available for PTA Liaison, and appointing a Board member, a Budget Committee, Evaluation and Modification Committee, Opening for a Vice Chairman. XYZ nominated ABC.

SBDM Bylaws were amended as follows: "SBDM Team shall meet each month at the school site, day and time to be scheduled by the SBDM Team at the start of each year." The meeting date agreed upon was the fourth Tuesday of each month, effective January, 20__.

Committee Report by Ms. ABC reported about the Vertical Team Meeting she attended, October 11, at LMN School. All SBDM Chairpersons from that Vertical Team attended. Meeting procedures, consensus-building methods, and concerns of each school (building the team itself) were discussed.

Concerns Discussed:

Traffic on Smith Street indicates the need for a bus lane. Ms. PQR will update the letter already submitted to the area superintendent and DISD school board.

The SBDM team discussed **Parent Instructional Meetings** per a recommendation of a team member. "Parents desire to be more knowledgeable," specifically on how teachers teach writing, how they teach math and other instructional matters. Parent programs would help parents understand the process, so that they could support their children's efforts with homework and studies. An emphasis will be placed on writing and integrated math and science. Dates for January were discussed.

The **meeting adjourned** at _____ p.m. The next meeting date is _____.