Academy Board of Directors

<ACADEMY NAME>

**Regular Meeting Minutes**

**Date:** <Date of Meeting>

**Time:** <Time of Meeting>

**Location:** <Location Name>

<Location Street Address>

<City, State Zip Code>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| MEETING TYPE: |  |  |
| MINUTES TYPE: |  |  |

**I. Call To Order**

The meeting was called to order at <Time>.

**II. Roll Call**

Board Member Attendance:

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

Other Attendees: <Name>, <Name>, <Name> …were also in attendance.

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

Motion:

Support:

*Ayes: Nays:*

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

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

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

**VI. Treasurer’s Report**

**VII. Committee Report(s)**

**a. School Improvement:** The committee reported…

**b. Policy:** The committee reported…

**VIII. Old Business**

Motion:

Support:

*Ayes: Nays:*

**IX. New Business**

Motion:

Support:

*Ayes: Nays:*

**X. Consent Agenda** *(sample attached)*

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

Motion:

Support:

*Ayes: Nays:*

**XI. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_.

**XII. Other Business**

Motion:

Support:

*Ayes: Nays:*

**XIII. Adjournment**

Motion:

Support:

**Minutes Certification:**

Proposed minutes respectfully submitted,

Board Secretary /Recording Secretary Date

Approved by the Board of Directors on <Date of Meeting>.

Board Secretary Date

***CONSENT AGENDA***

WHEREAS, I’M A TEACHER has provided 35 years of dedicated service, effectively communicating her care for ABC Academy; and

WHEREAS, She has shown distinguished leadership and creativity by developing and directing procedures at ABC Academy; and

WHEREAS, She has demonstrated flexibility and diligence in the development of administrative procedures to comply with state and federal law; and

WHEREAS, She is a professional and highly respected asset to ABC Academy; Now be it therefore

RESOLVED, That the ABC Academy Board of Directors expresses appreciation and gratitude to I’M A TEACHER for her contributions to ABC Academy and extends emerita rank.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its: President

**Secretary’s Certification:**

I certify that the foregoing resolution was duly adopted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Directors at a properly noticed open meeting held on the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_ at which a quorum was present.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Secretary

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_