

### Work Session Minutes

- Minutes are a legal record of meetings and the organization.
- Minutes are a record of what is done at a meeting, not what is said.

### Minutes do not include

- Discussion
- Personal opinion
- Motions withdrawn
- Entire reports (rather attach to minutes)

### Minutes should include

Standing Committee Name, Date and Location of Work Session

CHASE	3/19/2025	RAMEC
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List of attendees (note presence of a quorum)

- see sign in / quorum met

Sean McCall	

Time work session was called to order

1:00 pm

Approval of previous work session minutes

(Motion text and name of maker and seconded by & Status/results of motions)

Erin Cristy } approved
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Current work session items (Motion text and name of maker and seconded by & Status/results of motions)

<p>1. Update from board Re: 8<sup>th</sup> grade HSAE Exec staff is aware but no answer yet possible: Re-present to full SHAC to roll out for next 2 years. → board can request full review in 2 years or we can just re-up with CTB for 4 years.</p> <p>2. Making updates to health curriculum lessons. Ex: kid to kid curriculum Sean / Megan - add <sup>additional</sup> <del>second</del> meeting to review suggestions</p> <p>3. Bylaws - suggesting minor changes.</p>
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Future meeting items

4/8 1:30 zoom/- health lesson updates  
teams

AND - bylaws

4/16 - Full SHAC & standings

Time work session was adjourned

1:37

Standing Committees have the flexibility to use a work session minutes template tailored to their needs, as long as it fulfills the minimum requirements.