

Work Session Notes

- Notes are a record of what is done at a meeting, not what is said.

Notes should include

Notes do not include

- Detailed Discussion
- Personal opinion
- Motions withdrawn
- Entire reports (rather, attach separately)

Standing Committee Name, Date and Location of Work Session

5/21
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List of attendees (note presence of a quorum)

see sign in sheet	

Time work session was called to order

12:56

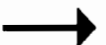
Approval of previous work session minutes

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

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

1. Board agenda - on agenda for 6/9 Tony <del>will</del> will present
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Future meeting items

TBD in new school year.

Time work session was adjourned

1:15

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