

### 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- Motions withdrawn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

HSE 2/19/25 NEISD Central Office

List of attendees (note presence of a quorum)

Sean Metcalf	Christy Burguete
Bonnie Scott	Tony Kaman
Erin Ross	
Megan Lemus	

Time work session was called to order

1:00

Approval of previous work session minutes

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

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

Voting in Committee Chair & vice chair  
Christy Burguete is HSE chairman  
Erin Ross is HSE Vice Chair  
Bonnie Scott - note-taker



Future meeting items

- Tony to Board to determine unfinished big.
- plan to review metrics to see other places we can support the district & students.

Time work session was adjourned

1:35

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