

Official Actions of School Site Council

School: _____

Principal: _____

Date: _____ Time: _____

Location of Meeting: _____

Regular Meeting

Quorum*: Yes No

Special Meeting

Quorum*: Yes No

Signature of Chairperson Date

Signature of Principal Date

Attendance:

SSC Members Present –

SSC Member Absent –

Others/Guests Present –

Action Item: _____	Motion: _____
	Made by: _____ Seconded by: _____
	Ayes**: _____ SSC Member Initials: _____
	Noes**: _____ SSC Member Initials: _____

Action Item: _____	Motion: _____
	Made by: _____ Seconded by: _____
	Ayes**: _____ SSC Member Initials: _____
	Noes**: _____ SSC Member Initials: _____

Action Item: _____	Motion: _____
	Made by: _____ Seconded by: _____
	Ayes**: _____ SSC Member Initials: _____
	Noes**: _____ SSC Member Initials: _____

* Quorum is determined as 50% of members, plus 1 additional member regardless of parent or school employee.

** Please provide the number of votes.