[School Name]
Governing Board Meeting Minutes

[Meeting Date]

[Meeting Time]

[Meeting Location]

I. Call to Order

 Start Time

Presiding

 Roll Call

II. Public Comment

III. Reports and Discussions

 A. Director’s Report

 B. Business Manager’s Report

 C. Committee Reports (list committee reports separately)

 D. Discussion Items (list discussion items separately)

IV. Business (Action Items)

A. Items requiring a board vote must be noted as an action item on the agenda per Idaho Open Meeting Law

B. Record the motion, name the person who made the motion and the person who seconded it, note the vote, and state the result.

C. Example: Motion to approve the meeting minutes from September 12, 2015. Johnson (moved), Smith (seconded). 5:2, Passed.

D. If a roll call vote is taken, record each board member’s vote separately.

V. Adjournment

 Motion to adjourn [name] (moved), [name] (seconded)

 Meeting adjourned at [time]