



How to Take Compliant Minutes for SSC Meetings

Step 1

Obtain the meeting agenda, minutes from the last meeting, and any background documents to be discussed. Consider using some type of audio recorder to ensure accuracy.

Step 2

Sit beside the chairperson for convenient clarification or help as the meeting proceeds.

Step 3

Write “Minutes of the meeting of (exact association name).”

Step 4

Record the date, time, and place of the meeting.

Step 5

Circulate a sheet of paper for attendees to sign. (This sheet can also help identify speakers by seating arrangement later in the meeting.) If the meeting is an open one, write down only the names of the attendees who having voting rights.

Step 6

Note who arrives late or leaves early so that those people can be briefed on what they missed.

Step 7

Write down items in the order in which they are discussed regardless of where they are on the agenda.

Step 8

Summarize discussions—highlight key points.

Step 9

Record the motions made and the names of people who originated and seconded them.

Step 10

Record whether motions are adopted or rejected, how the vote is taken (by show of hands, voice or other method) and whether the vote is unanimous. For small meetings, write the names of the attendees who approve, oppose, and abstain from each motion.

Step 11

Focus on recording actions taken by the group. Avoid writing down the details of each discussion.



Transcribing SSC Minutes

Step 1

Transcribe minutes soon after the meeting, when your memory of the event is still fresh.

Step 2

Follow the format used in previous minutes.

Step 3

List precisely all motions made –either approved or denied.

Step 4

Attach reports or other supplementary material to the minutes as an appendix.

Step 5

Write “Submitted by” and then sign your name and the date.

Step 6

Place minutes chronologically in a record book.

In order to ensure that your **School Site Council Establishment Meeting** minutes meet compliance mandates, they must contain the following information:

- Date and time of the SSC establishment meeting
- SSC members were trained on the duties and responsibilities of the SSC
 - All SSC members indicated they understood the duties and responsibilities of the SSC
- Composition of SSC was reviewed (membership requirements)
- Only parents of students attending your school voted for parent/community member representatives
- The parents elected the parent/community representatives of the SSC – list names
- The student representatives on the SSC were elected by students previous to the SSC meeting:
 - Describe process by which student representatives are elected (only a high school SSC is required to have student members and there must be parity so 3 students and 3 parents and 6 for the school including the principal and, 4 teachers and one other staff). A high school may have 16 members but parity must be maintained.
- The “other staff” representative of the SSC had been elected by other school staff previous to the SSC meeting – list name
- The teacher representatives were elected by classroom teachers previous to the SSC meeting – list names



STATE AND FEDERAL COMPLIANCE

SCHOOL SUPPORT DIVISION

- The principal (name) is automatically a member of the SSC
- After the SSC membership was established, the officers were elected – list names and positions of officers
- Bylaws and rules of order were reviewed and approved – list that.
- Meeting Adjourned
- Next meeting time, place, date
- Signed by Secretary
- (bonus) signed and approved by SSC Chair

Please note:

- If your SSC establishment minutes do not include all of these items – then we have no minutes that indicate your SSC was properly established.
- If your current SSC establishment minutes do not include all of these items – and these actions did take place but were not included in the minutes with this detail – then modify the SSC establishment minutes to accurately reflect what took place during the meeting.

Reminder: We also need the Announcement Flyer/Agenda and sign-in sheet for the SSC establishment meeting – and a compliant SSC roster.

