**SBDM COUNCIL CHAIRPERSON DOCUMENTATION REMINDERS\***

**COUNCIL MINUTES**

Councils and committees must take minutes at all meetings and have the minutes for one meeting ready for public inspection right after the next meeting. To be sure the minutes are accurate, each meeting should start with approval (or revision) of the previous meeting’s minutes

|  |  |  |
| --- | --- | --- |
| **Must Include:** | **May be helpful to include:** | **Should avoid:** |
| Council name | Time the meeting began and ended | ✖ Point-by-point account of discussions |
| Names of members present | Summary of major points made in reports and discussions | ✖ Specifying who said what in a discussion |
| Date of meeting | Names of people who presented reports | ✖ Report on off-track discussion |
| Any decision made | Attachments of documents relevant to the group discussions | ✖ Optional items that could embarrass someone |
|  | Follow-up summary: who agreed to do what and by when |  |

**COUNCIL BINDERS**

It is strongly advised that the council chairperson or secretary provide all council members with a binder that contains the main documents and records of the council. This might include:

Council minutes

Current School Improvement Plan (SIP)

Current budget

K-PREP results

Council Bylaws

Council Policies

Committee names and chairs

**JCPS DISTRICT DOCUMENT SUBMISSION**

Electronic copies of all agendas, minutes, and *supporting documentation* (all documents distributed at the council meeting, including any signed reviewed, revised, or adopted policies) should be emailed to [shawna.stenton@jefferson.kyschools.us](mailto:shawna.stenton@jefferson.kyschools.us).

\*This document was adopted from the 2010 Kentucky Association of School Councils training materials.