School Name

Meeting Date

Meeting Location within the Building

1. Call to order — chairperson’s name — time
2. Roll and attendance
   1. Members present: please list and include their role (parent, teacher, superintendent’s designee)
   2. Guests present:

If quorum is not required for consultation purposes, include the language from your policy here.

1. Opening business
   1. Agenda approval — 1st motion / 2nd motion / consensus
2. Consultation
   1. Moved to go into closed session pursuant to KRS 61.810(1)(f)—1st motion / 2nd motion / consensus for the purpose of consultation.
   2. The council went into closed session at time.
   3. The council returned from closed session at time—1st motion / 2nd motion / consensus. No decisions were made during closed session.
   4. The council was consulted in the hiring of candidate’s name for the vacant position.
3. Adjourn — time — 1st motion / 2nd motion / consensus