

Pre-Meeting Checklist

- ☐ Team members are informed about the time, date and location of the meeting.
- ☐ Principal has emailed the **Budget Finalization Presentation** to team members before Approval Meeting.
- ☐ Meeting notice is posted to the website and additional locations according to template instructions **at least 24 hours prior** to the meeting.
- ☐ Stakeholders have been notified about meeting using normal school communication channels to inform internal and external stakeholders.
- ☐ Budget support materials (*as applicable*) have been distributed team members prior to meeting.
- ☐ **All GO Team members have completed the Budget Training and Assessment**
- ☐ Review the minutes from the previous meeting and share them with the team before the meeting.

Budget Finalization Meeting Script

I. Call to Order

Chair: Good Afternoon/Evening. Welcome to [insert school's name] GO Team Meeting, where we will follow the agenda as it has been emailed to you and publicly noticed.

I am pleased to call this meeting of the [insert school's name] GO Team to order.

Our first order of business is to **call roll and review our Norms**. The secretary will now take the roll.

II. Roll Call, Establishment of Quorum

Secretary: *[Calls roll of GO Team members and records them on the minutes worksheet; records names of members not present and reads or distributes the previous minutes and any additional materials.]*

Chair: This team will only be able to take official action if a quorum is present. [insert name of appointed interim secretary], **is there a quorum present?**

Secretary: **YES**, there is a quorum present OR **NO**, there is not a quorum present.

If there is no quorum present:

Chair: We do not have a quorum present. A quorum is the minimum number of members who must be present at a meeting to transact business. We needed a majority of GO Team members in attendance to vote on the agenda items. Having a quorum protects the school by preventing a very small number of members from taking action on behalf of the entire school.

If you do not have a quorum, proceed to the Information Items on the agenda or adjourn the meeting.

If there is a quorum present, proceed to the Action Items on the agenda.

III. Action Items

A. Approval of the Agenda

Chair: Our first order of business is to **Approve the Agenda**. This was provided to you and copies are here. Are there any changes to the agenda? *[If changes are offered and the majority agree, amend the agenda as appropriate.]*

May I have a motion to **Approve the Agenda**? A second? *[Note names of the members making and seconding the motion]*. All in favor, please say "Aye" or raise your hand. All opposed, please say "Nay" or raise your hand. Any abstentions? Please identify yourself or raise your hand. *[The secretary will note how each member voted.]*

Budget Finalization Meeting Script

B. Approval of the Minutes

Chair: We will review and **Approve the Meeting Minutes** from our last meeting. The minutes have been provided to you. Are there any corrections?

If corrections are offered, the Chair permits discussion by the members, just to be sure everyone agrees that the correction is accurate. The secretary then enters the corrections on the master copy. When no further corrections are offered, the Chair says,

If there are no (further) corrections, may I have a motion to approve the previous meeting's minutes? A second? *[Note names of the members making and seconding the motion]*. All in favor, please say "Aye" or raise your hand. All opposed, please say "Nay" or raise your hand. Any abstentions? Please identify yourself or raise your hand. *[The secretary will note how each member voted.]*

C. Final Budget Recommendation Approval (after discussion below)

IV. Discussion Items

Chair: We will now move to the **Discussion Items** on our agenda.

A. Discussion Item #1: Final Budget Recommendation

Chair: We will now move to our next item of business- the Final Budget Recommendation Presentation. Principal _____ please share with us your final budget recommendation.

{Principal explains the final presentation to GO Team members – highlighting any changes made during cluster superintendent and staffing conferences. Principal will also entertain clarification questions from GO Team members. If there were changes to the budget since the Feedback meeting, consider re-answering the questions provided for discussion from the last meeting.}

[After discussion has ended]

ACTION ITEM: Approval of Final Budget Recommendation

Chair: Thank you Principal _____ for sharing this information. I will now entertain a motion to approve this Budget. A second? *[Note names of the members making and seconding the motion]*. All in favor, please say "Aye" or raise your hand. All opposed, please say "Nay" or raise your hand. Any abstentions? Please identify yourself or raise your hand. *[The secretary will note how each member voted.]*

Budget Finalization Meeting Script

B. Discussion Item #2

[For each Discussion Item, permit members of the GO Team a reasonable amount of input. As much as possible, try to not let a person speak twice to a topic until everyone else has had an opportunity to speak. If your meeting time is running out, ask for a motion to Table any or all Discussion Items until the next meeting.]

V. Information Items

Chair: We will now move on to **Information Items**; first is the **Principal's Report**.

[The Principal will give a report.]

Chair: Thank you Principal *[insert Principal's name]*. We will now hear a **Report Out from the February 24, 2025 CAT Meeting**. Could the principal or Cluster Representative please share the information from last month's meeting?

[The Principal or Cluster Representative will give a report from the CAT meeting.]

[Complete all Information Items on the Agenda as appropriate.]

VI. Announcements

[Permit GO Team members to provide Announcements, as appropriate.]

VII. Adjournment

Chair: We have reached the end of our agenda. Is there any additional business at this time?

[If there is additional business, determine if it should be addressed immediately, or placed on the next meeting's agenda. Once this discussion has concluded, then ask:]

May I have a motion to **Adjourn** the meeting? A second? *[Note names of the members making and seconding the motion]*. All in favor, please say "Aye" or raise your hand. All opposed, please say "Nay" or raise your hand. Any abstentions? Please identify yourself or raise your hand. *[The secretary will note how each member voted.]*

Meeting is adjourned. *[The secretary will record the actual time in the minutes.]*

Post Meeting Checklist

- ☐ Meeting summary including the members present (or draft meeting minutes) are posted on the school's website, send a copy to the GO Team members and send a copy to the GO Team office within two (2) business days, goteam@apsk12.org.
- ☐ All documents and data presented at the meeting are posted to the school's website within 48 hours of the meeting.
- ☐ Meeting recording is posted to the school's website within 48 hours of the meeting
- ☐ **All GO Team members have completed Budget training**