

SCC Meeting Minutes Standard Recording of Attendance and Voting

Attendance: To be reported the same way without variation for every meeting (reportable by query)

Absent	Excused	Present	Parent members on your roster
☐	☐	☐	Charlie Brown (Chair)
☐	☐	☐	Peppermint Patty (Vice-Chair)
☐	☐	☐	Linus Van Pelt
☐	☐	☐	Donald Duck
☐	☐	☐	Woodstock Bird

Absent	Excused	Present	Non-voting members (not included in ratio)
☐	☐	☐	Example (PTA, no enrolled students)
☐	☐	☐	Daphne Blake (Staff Secretary)

Guests (Not on your roster, and cannot vote)	
	Total number of Parent guests at this meeting
	Total number of Staff guests at this meeting

Absent	Excused	Present	Staff members on your roster
☐	☐	☐	Horatio Magellan (Principal)
☐	☐	☐	Norville Rogers
☐	☐	☐	Velma Dinkley

RATIO

At least two more parents than staff as voting members

(Observing or on this agenda to comment)
(Assistant Principal, Counselor, Teacher, Board Member, etc.
and may observe or report)

Voting (Must be on your roster)
Motion: Enter what you are voting on here. Then indicate each individual vote.

Absent	Yes	No	Parent members on your roster
☐	☐	☐	Charlie Brown (Chair)
☐	☐	☐	Peppermint Patty (Vice-Chair)
☐	☐	☐	Linus Van Pelt
☐	☐	☐	Sally Brown
☐	☐	☐	Woodstock Bird

Absent	Yes	No	Staff members on your roster
☐	☐	☐	Horatio Magellan (Principal)
☐	☐	☐	Norville Rogers
☐	☐	☐	Velma Dinkley

Absent	# Yes	# No	
2			Vote count
			Motion Passes
			Motion Fails

NO EXCHANGES

1. You must be present, and on the roster as a voting member
2. Non-voting members and/or Guests may not step in to vote in place of absent members

A tie fails to meet minimum
requirement to pass