



**Site-Based Team Meeting Minutes**

**School Year:**

*Purpose: The site-based team is charged with addressing the specific issues of the site, as well as implementing, where designated, the key initiatives of the organization.*

**Date:**

**Program:**

**Members Present:**

**Members Absent:**

**Site Based Roles:**

Facilitator:

Recorder:

Coordinator:

Timekeeper:

Minutes Taker:

**Review of Minutes:**

**Information Sharing:**



Today's Agenda (required areas of discussion and decision making):

Site-based teams will be specifically charged with responsibility for consensus-based decision making in the following areas:

Allocation of materials and equipment, as per Nassau BOCES Board-approved budgets

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Allocation of staff within Nassau BOCES Board-approved budgetary guidelines

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Student Instructional Objective (program-based curriculum and program development, textbook

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Reviews, student outcomes/assessment/scheduling)

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Staff Development

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Health and Safety

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Student Discipline

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Miscellaneous

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Date, Time and Location of Next Meeting

Agenda for Next Meeting:

Item	Members Responsible	Time Allotted
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Time of Adjournment

Team Responsibilities for Communication

- Distribute minutes of each meeting to constituent groups
- Report of team activity at faculty and PTA meetings
- Memos sent to staff not directly involved in site-based planning
- Site-based team activities which culminate in new directions or methodologies at sites will be shared with all constituencies
- Send copies of agenda and minutes to Department Heads who will forward to the facilitator for distribution to agency-planning team

cc: Dr. Robert Dillon  
Dr. RG France  
Ms. Lori Gross  
Department Executive Director  
Ms. Teresa Scaturro