

**EDUCATION ACHIEVEMENT AUTHORITY**

<Street Address>

<City, State Zip Code>

Telephone: <Phone Number>

Facsimile: <Fax Number>

Email Address: <email address>

Website: <website address>

**REGULAR MEETING  
EDUCATION ACHIEVEMENT AUTHORITY**

\_\_ **BOARD OF DIRECTORS**

\_\_ **EXECUTIVE COMMITTEE**

**Date:** <Date of Meeting>  
**Time:** <Time of Meeting>  
**Location:** <Location Name>  
<Location Street Address>  
<City, State Zip code>

**MINUTES**

**I. Call To Order**

The meeting was called to order at 6:00 p.m.

**II. Roll Call**

Board Member Attendance:

<Name>, Chairperson	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
<Name>, Vice Chairperson	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
<Name>, Secretary	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
<Name>, Treasurer	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
<Name>, Director	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
<Name>, Director	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
<Name>, Director	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
<Name>, Director	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
<Name>, Director	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
<Name>, Director	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
<Name>, Director	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

Other Attendees: <Name>, <Name>, <Name> ...were also in attendance.

**III. Approval of Agenda** *(if items are added, they should be included under other business)*

Motion:

Support:

Ayes:

Nays:

**V. Administrator Report(s)**

**VI. Treasurer's Report**

A copy of the meeting minutes are available for public inspection at **EDUCATION ACHIEVEMENT AUTHORITY**, <Authority Address> within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The Authority shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC § 12101 et seq or any successor law. Should you require specific accommodation(s) please contact <Contact Name> at <Phone Number> prior to the meeting.

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**VII. Committee Report(s)**

**b. Policy:** The committee reported...

**VIII. Old Business**

Motion:

Support:

Ayes:                      Nays:

**IX. New Business**

Motion:

Support:

Ayes:                      Nays:

**X. Other Business**

Motion:

Support:

Ayes:                      Nays:

**XI. Public Comment** (limited to 3 minutes per person)

The board heard comment from \_\_\_\_\_ related to \_\_\_\_\_.

**XII. Adjournment**

Motion:

Support:

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted,

\_\_\_\_\_  
Secretary / Recording Secretary

\_\_\_\_\_  
Date

Approved by the Authority Board/Executive Committee on <Date of Meeting>.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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