



## CBA Meeting Minutes Instructions

### Purpose of CBA Meeting Minutes

Well documented minutes from meetings provide a chronological record of the discussions, decisions, actions and results in planning, delivering and managing the school counseling program. The minutes provide compelling evidence that the program is being operated efficiently, is capable of addressing issues as they emerge, and finding appropriate solutions to problems.

This template is designed to capture critical information discussed in the meetings where CBA-related issues are discussed. Completion of this template in all planning, decision-making and results-reviewing meetings demonstrates that the school counseling program is guided by a well-developed plan with measurable results and is effectively managed through ongoing monitoring of the implementation process and taking corrective action as needed.

### Step-by-Step Instructions for Completing the Template

It is good practice to keep meaningful notes and to periodically review the major decisions, actions and results to gain perspective on the effectiveness of delivering a CBA school counseling program. For an in-depth program evaluation, it is recommended that the minutes be used to construct a timeline of accountabilities and accomplishments related to desired results articulated in the program's strategic and annual plans.

Step	Action Steps	Description
1	Select a scribe for the meeting	– Every CBA-related meeting should have a scribe who completes the Meeting Minutes template.
2	Complete the template	– The scribe completes the template for each meeting.
3	Produce and distribute the meeting minutes	– The minutes are finalized and distributed to participants and others who need to review them. This step should be accomplished in a timely fashion while what happened in the meeting is still fresh in the minds of the participants. Reviewers should be encouraged to recommend changes to any items that do not match their memory of what happened.
4	Obtain approval for minutes	– Generally, approval for the final draft of the minutes is obtained at a subsequent meeting.

<b>Step</b>	<b>Action Steps</b>	<b>Description</b>
5	Maintain repository of minutes	– Someone should be assigned responsibility for ensuring that all meeting minutes are produced, distributed in a timely fashion and stored in an easily accessed repository of all minutes and related critical documents.
6	Use meeting minutes to demonstrate results and accountability	– The meeting minutes are very useful in helping to demonstrate the significant contribution school counselors and the school counseling program make to student achievement and school improvement. – Data from meeting minutes help establish program efficacy and operational efficiency.