[SCHOOL NAME]
Date: [12/12/18]
Time: [3:00 p.m.]
Location: [Peyton Forest ES – Conference Room]

I. **Call to order**
II. **Roll Call; Establish Quorum**
III. **Action Items** *(add items as needed)*
   a. **Approval of Agenda:**
   b. **Approval of Previous Minutes:**
   c. **Action Item 1:**
   d. **Action Item 2:**
IV. **Discussion Items** *(add items as needed)*
   a. **Discussion Item 1**:
      Review school's data (Insight website), update strategic plan, set 2 SMART Goals/Priorities
   b. **Discussion Item 2**:
V. **Information Items** *(add items as needed)*
   a. **Principal's Report**
   b. **Information Item 2**
VI. **Announcements**
   a. **Reminder for non-APS members to reset APS email password**
VII. **Public Comment** *(if applicable)*
VIII. **Adjournment**

Last revised on 12/12/2018