**Toomer**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Caroline Brown** |  |
| **Parent/Guardian** | **Kristie Seelman** |  |
| **Parent/Guardian** | **Stacy Blackford** |  |
| **Parent/Guardian** | **Kantrell Kinder** |  |
| **Instructional Staff** |  |  |
| **Instructional Staff** | **Jieun Lee** |  |
| **Instructional Staff** | **Marisa Mixan** |  |
| **Community Member** | **Suszannah Davis** |  |
| **Community Member** |  |  |
| **Swing Seat** | **Kierra Moss** |  |
| **Student** *(High Schools)* |  |  |

1. **Action Items** *(add items as needed)*
   1. **Approval of Agenda:** **Motion** [Passes/Fails]
   2. **Fill Vacant Positions** *(copy and complete table for each vacant position)*

|  |  |
| --- | --- |
| **Vacant Position:** | **[Parent, Staff, Community, Swing]** |
| **Appointee’s Name:** |  |

* 1. **Fill Open Community Member Seat:**

|  |  |
| --- | --- |
| **Open Position:** | **Community Member** |
| **Appointee’s Name:** |  |

* 1. **Approval of Previous Minutes** [Passes/Fails]