

Meeting Summary

[SCHOOL NAME]
 Date: [insert date]
 Time: [insert scheduled time]
 Location: [insert meeting location]

I. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Ms. Weems	Present
Parent/Guardian	Ms. Howe	Present
Parent/Guardian	Mr. Thomas	Absent
Parent/Guardian	Ms. Warner	Absent
Instructional Staff	Mr. Bryan	Present
Instructional Staff	Mr. Ortega	Present
Instructional Staff	Ms. Ezzard	Present
Community Member	Mr. Benson	Absent
Community Member	Ms. Lowe	Present
Swing Seat	Ms. Thomas	Present
Student (High Schools)	N/A	

II. Action Items

a. Approval of Agenda:

Mr. Bryan read the agenda and asked for approval of agenda. Mr. Ortega second that motion.

Motion Passed

b. Approval of Previous Minutes: Motion [Passes/Fails]

Mr. Bryan read the agenda and asked for approval of agenda. Mr. Ortega second that motion.

Motion Passed

c. Action Item 1: [Add description of Action Item]

Mr. Bryan asked for approval of the budget. Mr. Ortega second that motion.

All were in favor except Ms. Howe who voted no.

Motion Passed

Meeting Summary

Discussion Item 1: Ms. Howe announced that the Bike Coalition will be working with 2nd graders during PE to teach bike safety and to also make them aware of the Cascade initiative.

III. Adjournment

Motion to adjourn meeting at 5:24 pm by Mr. Bryan, Mr. Ortega second the motion.