**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Call to order**
2. **Roll Call; Establish Quorum**
3. **Action Items** *(add items as needed)*
   1. **Approval of Agenda:**
   2. **Approval of Previous Minutes:**
   3. **Strategic Plan Review and Update** *(if not previously completed)*
   4. **Rank Strategic Priorities** *(if not previously completed)*
4. **Discussion Items** *(add items as needed)*
   1. **Changes to Gifted Delivery Model** *(if applicable)*
   2. **Review Budget Meeting Schedule**
      1. Review and update meeting calendar (*if necessary*) to meet District’s timeline *(draft budget must be completed by February 14 and approval meeting cannot be held until after the Staffing Conference)*
   3. **Budget Allocation Presentation**
5. **Information Items** *(add items as needed)*
   1. **Principal’s Report**
      1. **CCRPI**
      2. **Additional Items as needed**
   2. **Committee Reports** *(if applicable)*
   3. **Cluster Advisory Meeting Report** *(if applicable)*
6. **Announcements**
7. **Public Comment** *(if applicable)*
8. **Adjournment**