**[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** 
   1. Approval of Agenda:
   2. Approval of Previous Minutes:
   3. Action Item 1:
   4. Action Item 2:
4. **Discussion Items** *(add items as needed)*
   1. Discussion Item 1:
   2. Discussion Item 2:
5. **Information Items** *(add items as needed)*
   1. Principal’s Report
   2. Information Item 2
6. **Announcements** *(add items as needed)*
7. **Public Comment** *(if applicable)*
8. **Adjournment**