**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Call to order**
2. **Roll Call**
3. **Discussion Items** *(add items as needed)*
   1. **Discussion Item 1**:
   2. **Discussion Item 2**:
4. **Announcements**
5. **Adjournment**