**MEETING AGENDA**

**AGENDA**

Date: [Date]

Time: [Time]

Facilitator: [Facilitator]

**BOARD MEMBERS**

Name, Title 1 | Name, Title 2 | Name, Title 3 | Name, Title 4 | Name, Title 5 | Name, Title 6 | Name, Title 7 | Name, Title 8 | Name, Title 9 | Name, Title 10 | Name, Title 11 | Name, Title 12 | Name, Title 13

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| --- | --- | --- |
| **TIME** | **ITEM** | **OWNER** |
| Time | Welcome | Owner 1 |
| Time | Old business and approval of last meeting’s minutes | Owner 2 |
| Time | Vote on new Secretary | Owner 3 |
| Time | Discuss parent openings on advisory committees | Owner 4 |
| Time | Vote on proposed Budget | Owner 5 |
| Time | Principal's Report | Owner 6 |
| Time | Break | Owner 7 |
| Time | New Business | Owner 8 |
| Time | Committee Reports | Owner 9 |
| Time | Announcements | Owner 10 |
| Time | Adjournment | Owner 11 |