**[Meeting Name]** 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

| 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 - any response from newsletter? | Owner 4 |
| Time |  Vote on proposed Budget | Owner 5 |
| Time |  Principal's Report | Owner 6 |
| Time |  Break | Owner 7 |
| Time | New Business* Recap of Back to School Night – Kalle Persson
* Parent Education Programs – Jens Martensson, school counselor
* Teacher grants application process – Ian Hansson, School Principal
 | Owner 8 |
| Time | Committee Reports* Membership, Kalle
* Volunteers, Jens
* Newsletter, Ian
* Computer Support, Ian
 | Owner 9 |
| Time | Announcements | Owner 10 |
| Time | Adjournment | Owner 11 |