

[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 |
| | New Business | |
| Time | <ul style="list-style-type: none">Recap of Back to School Night – Kalle PerssonParent Education Programs – Jens Martensson, school counselorTeacher grants application process – Ian Hansson, School Principal | Owner 8 |
| | Committee Reports | |
| Time | <ul style="list-style-type: none">Membership, KalleVolunteers, JensNewsletter, IanComputer Support, Ian | Owner 9 |
| Time | Announcements | Owner 10 |
| Time | Adjournment | Owner 11 |