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| **Time** | **Agenda Item** | **Presenter** |
| 03:00 PM | Call Meeting to Order | K. McDonald |
| 03:02 PM | Action Item: Approve Agenda (Motion to approve Ryan, Second Esmonde) | K. McDonald |
| 03:05 PM | Action Item: Approve Previous Mtg Minutes) | K. McDonald |
| 03:07 PM | Action Item: Review Meeting Norms | K. McDonald |
| 03:08 PM | Discussion Item: PTO Update | PTO Representative |
| 03:15 PM | Discussion Item: Principal Update   1. Semester Action Plan (School Goals) 2. Strategic School Plan Update 3. Fieldtrip Update | L Bearden |
| 03:30 PM | Discussion Item: Supt Parent Advisory Council Update | K. McDonald |
| 03:45 PM | Discussion Item: Community Outreach/Communication | K. McDonald |
| 03:55 PM | Action Item: Set Agenda for September 27 @ 3 pm in PCR | K. McDonald |
| 04:00 PM | Meeting Adjournment | K. McDonald |

**Meeting Notes:**

**Notes and Reminders**

We at the Governance and Flexibility team hope that this sample agenda is helpful and provides some general guidance for your first meeting of the coming school year. Below are some tips and additional details about the agenda items listed on the first page of this document. We hope you have a restful summer and are looking forward to working with everyone in the fall.

**Setting the date, time and location of your meetings**: It’s a great idea to set your meeting schedule for the entire fall semester (if not the entire year) at your first meeting. Get this information posted at your school and on your SGC website at least 7 days prior to your meeting and you will have covered many requirements of the Open Records and Meetings Laws.

**Action Items**: Don’t forget that all action items require a motion, a second and a vote (even seemingly simple things like the agenda and meeting minutes need to be voted on).

\***Discussion Items** do not require a motion, a second, and a vote. However, if a discussion item generates an action item or potential action item, that item may be added to the next agenda as an action item.

**Running the meeting**: Typically, the SGC chair will own running most action items on the agenda. Another council member may take over, depending on the item. In the absence of the SGC Chair, the Vice Chair will run the action items.

**Establishing/Reviewing meeting norms**: It’s a great idea to discuss and create norms that your SGC feels will work well for them. Include these at the beginning or end of your agenda and take the time to review them throughout the year to ensure that your meetings run smoothly and productively.

**Reviewing your Council Self-Assessment**: The first meeting of the new school year is a great time to discuss the results of your Council Self-Assessment and make any changes or flush-out any concerns that the team might have before diving into the upcoming year’s work.

**Reviewing the Exceptional Council Score Card:** Council Score Cards will be available to SGC members in mid-July. This is the first year that councils have received efficacy scores so take a few minutes at your first meeting to celebrate any successes and address areas of growth for the coming year of governance.

**Registering for SGC member training or conference opportunities**