**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Call to order:** [Insert actual Start Time of the meeting]
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Tiffany Ragin** | **Present** |
| **Parent/Guardian** | **Jessenia Antunez** | **Present** |
| **Parent/Guardian** | **Shan Hines** | **Absent** |
| **Parent/Guardian** | **Alexis Ofadile** | **Absent** |
| **Instructional Staff** | **Briana Spence** | **Present** |
| **Instructional Staff** | **Tina Quinn** | **Absent** |
| **Instructional Staff** | **Bernadine Conner** | **Present** |
| **Community Member** | **Jenn James** | **Present** |
| **Community Member** | **Kristen Reed** | **Present** |
| **Swing Seat** | **Cindy Adams** | **Absent** |
| **Student** *(High Schools)* |  |  |

**Quorum Established:** [Yes]

1. **Action Items** 
   1. **Approval of Agenda:** Motion made by: [Bernadine Conner]; Seconded by: [Jessenia Antunez]

Members Approving: All

Members Opposing: 0

Members Abstaining: 0

**Motion** [Passes]

* 1. **Approval of Previous Minutes:** *List amendments to the minutes:*

Motion made by: [Kristen Reed]; Seconded by: [Bernadine Conner]

Members Approving: All

Members Opposing: 0

Members Abstaining: 0

**Motion** [Passes]

* 1. **Action Item 1: Motion: Move Forward with maintaining optional school uniform**

Motion made by: [Bernadine Conner]; Seconded by: [Jenn James]

Members Approving: All

Members Opposing: 0

Members Abstaining: 0

**Motion** [Passes]

* 1. **Action Item 2: Motion:**

Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

1. **Discussion Items** *(add items as needed)*
   1. **Discussion Item 1**: [Continuous Improvement Plan Presentation] Focusing on moving students from developing to proficient and above.
   2. **Discussion Item 2**: [Continuous Improvement Plan and Strategic Plan Alignment] Focusing on increasing GMAS scores
2. **Information Items** *(add items as needed)*
   1. **Principal’s Report** [Security Grant Update] will be used for fencing and camera updates
   2. **Information Item 2** [Steam PBL Update] Students presented different projects by grade and there was invited guest to show how to infuse fruits in water
3. **Announcements : Assistant Principal Vacancy. Currently looking to fill position by second semester**
4. **Adjournment**

Motion made by: [Jessenia Antunez]; Seconded by: [Kristen Reed]

Members Approving: All

Members Opposing: 0

Members Abstaining: 0

**Motion** [Passes]

**ADJOURNED AT** [5:05pm]

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**Minutes Taken By:** [Jessenia Antunez]

**Position:** [Secretary]

**Date Approved:** [Insert Date When Approved]