

## Meeting Summary

[SCHOOL NAME]

Date: [insert date]

Time: [insert scheduled time]

Location: [insert meeting location]

### I. Roll Call

Role	Name <i>(or Vacant)</i>	Present or Absent
Principal	Melanie Sithole	Present
Parent/Guardian	Alexis Nicole White	Present
Parent/Guardian	Sabine Alzolie	Absent
Parent/Guardian	Vacant	
Instructional Staff	Creighton Bryan	Present
Instructional Staff	Janay Boyd	Present
Instructional Staff	Shenee Swaby-Bell	Present
Community Member	Jacqueline Thrash	Present
Community Member	Charlese Malcolm	Present
Swing Seat	Christal Wagner	Present
Student <i>(High Schools)</i>		

### II. Action Items *(add items as needed)*

- a. Approval of Agenda: Motion [Passes]
- b. Approval of Previous Minutes: Motion [Passes]
- c. Action Item 1: Motion
  - i. Approve Nomination of Jatisha McCoy for the parent seat [Passes]

### III. Adjournment: Motion [Passes]