**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Call to order**
2. **Roll Call; Establish Quorum**
3. **Action Items** *(add items as needed)*
   1. **Approval of Agenda**
   2. **Approval of Previous Minutes**
4. **Discussion Items** *(add items as needed)*
   1. **Budget Development Presentation**
      1. **ACTION ITEM: GO Team vote on Draft Budget** *(****AFTER*** *presentation and discussion)*
   2. **Discussion Item 2:** [add description of the item]
5. **Information Items** *(add items as needed)*
   1. **Principal’s Report**
   2. **Committee Reports** *(as needed)*
   3. **Cluster Advisory Report** *(if CAT has met since last meeting)*
6. **Announcements** *(add items as needed)*
7. **Public Comment** *(if applicable)*
8. **Adjournment**