



SAMPLE AGENDA FOR FIRST SCHOOL COUNCIL MEETING

_____ School Council

_____ (address)

_____ (date)

_____ (time)

1. Call to Order _____, Chairperson
2. Inspiration _____, Council Member
3. Pledge of Allegiance _____, Chairperson
4. Approval of Agenda
5. Approval of Minutes
_____ (minutes date)
6. Recognition of Visitors _____, Chairperson
7. Presentation to School Council
_____ (topic) _____, Title
8. Report of the Principal _____, Principal
Report to the School Council on _____ (topic).
9. Unfinished Business/Committee Reports
Student Attendance Report (each meeting)
10. New Business
Election of Officers
Perfection of bylaws
Determine number of meetings
Date, time & location of meetings
Number of council members, election procedure & selection process
Length of member term (staggered)
Length of term for officers (staggered)
Adopt/Amend bylaws (if necessary)
11. Executive Session
(Normally an executive session would be inappropriate, however, on rare occasions it may be necessary, i.e. a hearing for disciplinary action of a school council member.)
12. Develop Agenda for Next Meeting
13. Adjournment