SAMPLE AGENDA[1]

(Identify the Committee)

I. Call to Order _____
(Time) (Date)
_____
(Location of Meeting)

II. Approval of Minutes from meeting on _____
(Date)

III. Committee Reports

<List committees that will be making reports>*

IV. Unfinished Business

<List business to be discussed or acted upon>*

V. New Business

<List new business agenda item>

VI. Reports on Meeting Attended

VII. Public Comments

VIII. Future Agenda

IX. Announcements

A. Next Meeting Date
B. Other Meetings
C. Special Events
D. <List any other announcements>

*Denotes back-up material provided. Copies of the back-up material may be reviewed or requested prior to the meeting at _____. Members of the public may be charged the district's cost of $_____ per page for copies of the material.

Note: The public is invited to attend, and may address the committee on each item as it is taken up, or may address the committee during public comments. However, public comments should be limited to no more than _____minutes per person, so that the committee may complete its business.

[1] Adapted from "School Site Councils: Their Composition, Roles, and Responsibilities" published by the School Improvement Office of the California Department of Education, November 1991, p. 20, Appendix B.