

SAMPLE AGENDA...

Annual Meeting

Date | time | *Meeting called by* Name

Board members

Name, Title 1 | Name, Title 2 | Name, Title 3 | Name, Title 4 | Name, Title 5 | Name, Title 6 | Name, Title 7 |
Name, Title 8 | Name, Title 9 | Name, Title 10 | Name, Title 11 | Name, Title 12 | Name, Title 13

Time	Item	Owner
Time	Welcome	Owner 1
Time	Old business and approval of last meeting's minutes	Owner 2
Time	Vote on new Secretary	Owner 3
Time	Discuss parent openings on advisory committees - any response from newsletter?	Owner 4
Time	Vote on proposed Budget	Owner 5
Time	Principal's Report	Owner 6
Time	Break	Owner 7
Time	New Business	Owner 8
	A. Recap of Back to School Night – Erik Andersen	
	B. Parent Education Programs – Rachel Valdez, school counselor	
	C. Teacher grants application process – Laura Giussani, Oakdale Schools Foundation	
Time	Committee Reports	Owner 9
	A. Membership, Angela	
	B. Volunteers, Erik	
	C. Newsletter, Dean	
	D. Computer Support, Terry	
Time	Announcements	Owner 10
Time	Adjournment	Owner 11
