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| Parent Committee Site\_\_\_\_\_\_\_\_\_ |
| Minutes | Meeting date\_\_\_\_\_\_\_\_ | Time\_\_\_\_\_\_\_\_\_\_\_ | Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Meeting called by |  |
| Type of meeting | Parent Committee  |
| Note taker |  |
| Attendees |  |
|  |
| Agenda topics |
|  | Welcome | Presenter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Discussion |  |
| Meeting called to order by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM (time).  |
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|  |
| sPEAKER | TRAINING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Presenter AND NAME OF oRGANIZATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Discussion |  |
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|  |
|  Presented but no discussion needed.  |
|  |
| Conclusions |  |
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|  |
| Action items | Person responsible | Deadline |
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|  |  |  |
|  |  |  |
|  | Policy Council mEETING sUMMARY | pRESENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Discussion |  |
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|  |
|  |
|  Presented but no discussion needed.  |
| Conclusions |  |
|  |
|  |
| Action items | Person responsible | Deadline |
|  |  |  |
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|  |
|  | Parent Committee Officer Election | pRESENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Discussion |  |
|  |
|  |
|  Presented but no discussion needed.  |
| Conclusions |  |
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|  |
| Action items | Person responsible | Deadline |
|  |  |  |
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|  |
|  | READING AND APPROVAL OF LAST MEETING’S MINUTES | pRESENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Discussion | Minutes read by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |
|  |
|  Presented but no discussion needed.  |
| Conclusions |  |
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|  |  |  |
| Action items | Person responsible | Deadline |
|  |  |  |
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|  | SITE ACTIVITES AND FIELD TRIP REQUESTS   | pRESENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Discussion |   |
| Center Activity Requests |
|  |
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|  |
|  |
|  Presented but no discussion needed.  |
|  |
| Conclusions |  |
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| Action items | Person responsible | Deadline |
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|  | Parent Engagement Activity (PEA’s)  | PRESENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Discussion |  |
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|  |
|  Presented but no discussion needed.  |
|  |
| Conclusions |  |
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|  |
| Action items | Person responsible | Deadline |
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| --- | --- | --- |
|  | wHAT’S GOING ON? | PRESENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Discussion |  |
|  |
|  |
|  |
| Date of Next Parent Activity Day is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  |
|  |
|  |
|  No old Business |
|  |
|  |
| Conclusions |  |
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|  |
| Action items | Person responsible | Deadline |
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| --- | --- | --- |
|  |  Content area items: Education, nutrition, health, family services and Mental Health and Disabilities,  | PRESENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Discussion |  |
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|  |
|  |
|  |
|  No old Business |
|  |
|  |
| Conclusions |  |
|  |
|  |
| Action items | Person responsible | Deadline |
|  |  |  |

*Meeting Adjourned at: am/pm (TIME)*

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*Staff’s Signature Chairperson/Parent Signature*