

SAMPLE AGENDA

_____ Parent Advisory Council

Date: October 22, 2013

Time: 7:00 p.m.

Location: School Library

AGENDA

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| 7:00 - 7:05 p.m. | 1. CALL TO ORDER <ul style="list-style-type: none">• Approval of Agenda |
| 7:05 - 7:10 p.m. | 2. APPROVAL OF PREVIOUS MEETING MINUTES For Decision <ul style="list-style-type: none">• Date of previous meeting• Business arising |
| 7:10 – 7:45 p.m. | 3. REPORTS FROM PAC EXECUTIVE & OTHER COMMITTEES (e.g., band parents, sports group) <ul style="list-style-type: none">• Treasurer's Report<ul style="list-style-type: none">○ Verbal / written report○ Financial statements• Band Report• Sports group Report |
| 7:45 - 7:50 p.m. | 4. REPORTS FROM REPRESENTATIVES FROM OTHER ORGANIZATIONS (e.g., trustee/school board member) |
| 7:50 - 7:55 p.m. | 5. PRINCIPAL/STAFF REPORT |
| 7:55 - 8:00 p.m. | 6. UNFINISHED BUSINESS FOR DECISION AND ACTION |
| 8:00 - 8:05 p.m. | BREAK |
| 8:05 – 8:15 p.m. | 7. NEW BUSINESS FOR REFERRAL <ul style="list-style-type: none">• Teachers' Appreciation Luncheon |
| 8:15 p.m. | 8. NEXT MEETING DATE AND ADJOURNMENT |

***courtesy of Alberta School Councils Association (ASCA)*