

Gayton Elementary School
<Insert Committee Name> Meeting
<INSERT DATE> • <INSERT TIME>
Agenda and Minutes

- I. Call to Order at _____

- II. Old Business
 - a. Topic 1
 - i. Discussion Points:
 - ii. Action items/next steps/decisions reached:
 - b. Topic 2
 - i. Discussion Points:
 - ii. Action items/next steps/decisions reached:

- III. New Business
 - a. Topic 1
 - i. Discussion Points:
 - ii. Action items/next steps/decisions reached:
 - b. Topic 2
 - i. Discussion Points:
 - ii. Action items/next steps/decisions reached:

- IV. Adjourned at _____

Minutes prepared and submitted by: