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| Parent Committee Site\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Minutes | | | Meeting date\_\_\_\_\_\_\_\_ | | Time\_\_\_\_\_\_\_\_\_\_\_ | | Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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| Meeting called by | |  | | | | | | |
| Type of meeting | | Parent Committee | | | | | | |
| Note taker | |  | | | | | | |
| Attendees | |  | | | | | | |
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| 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. | | | | | | | | |
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| 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 |  | | | | | | | | |
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| Action items | | | | | | Person responsible | | Deadline | |
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|  | | | Parent Committee Officer Election | | | | 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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|  | | | READING AND APPROVAL OF LAST MEETING’S MINUTES | | | | pRESENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Discussion | | | Minutes read by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | | | |
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| 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. | | | | | | | | | |
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| 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. | | | | | |
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| Conclusions |  | | | | |
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| Action items | | | Person responsible | | Deadline |
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|  | wHAT’S GOING ON? | | | PRESENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Discussion | |  | | | |
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| Date of Next Parent Activity Day is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | | | |
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| No old Business | | | | | |
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| 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 | | | | | |
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| Conclusions | |  | | | |
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| Action items | | | Person responsible | | Deadline |
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*Meeting Adjourned at: am/pm (TIME)*

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*Staff’s Signature Chairperson/Parent Signature*