

# **Parent Meeting Agenda**

[Your Company Email] | [Your Company Website] | [Your Company Number]

# Parent Meeting Agenda

Date: July 25, 2055

Times 6:00 PM

Location: School Auditorium

Preparedby: [Your Name]

School [School Name]

Time	Agendaltem	Details
6:00 PM	Welcome and Introduction	<ul> <li>OpeningRemarks by Principal Jessica Adams</li> <li>Introduction of Attendees</li> </ul>
		PrincipalJessica Adams VicePrincipalMichaelRoberts Head of PTA, Emily Wilson Grade 5 Teacher Ms. MichelleBrown
6:15 PM	Review of Previous Meeting Minutes	<ul> <li>Summary of Last Meeting Discussionon end-of- year activities and summerprograms</li> <li>Approval of Minutes by all presentmembers</li> </ul>
6:30 PM	Principal's Report	School Updates  New playground equipment installation Launch of the school's new website Upcoming Events:  Science Fair on August 15, 2055  Parent-Teacher Conferenceson September 10-12, 2055
6:45 PM	TeacherReports	Classroom Updates  • Grade 1-3: Focus on reading and comprehension skills  • Grade 4-6: Introduction of new math curriculum StudentAchievements

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**Albert A Gayle** 

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