



[Name] School Community Council Annual Meeting Minutes

[Date] [Time]

Present

Absent

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1. **Call to Order** –
2. **Elections** –
3. **Annual Report for the Previous Year** –
4. **Selection of Officers** –
 - 4.1 Chair
 - 4.2 Vice Chair
 - 4.3 Secretary
 - 4.4 Treasurer
 - 4.5 Other
5. **Other Business** –
6. **Open Discussion** –
7. **Adjourned** – at [time]

[name]
SCC Chair

[name]
SCC Secretary