

# Harmony Day Document

**Date:** Jan 10, 2024

Time: 3:00 PM - 4:00 PM

Location: School Library

## **Agenda:**

Welcome and Call to Order

Approval of Previous Meeting Minutes

Principal's Report

Teacher Representative Report

Parent Representatives' Reports

Old Business

New Business

Announcements

Next Meeting Date and Agenda Items

Adjournment

Meeting Minutes:

1. Welcome and Call to Order:

The meeting was called to order by [Principal's Name] at [Start Time].

Attendees were welcomed, and the agenda was distributed.

2. Approval of Previous Meeting Minutes:

The minutes of the previous meeting held on [Date] were reviewed.

Motion to approve the minutes was made by [Parent Representative's Name] and seconded by [Teacher Representative's Name].

Minutes were approved without amendments.

### 3. Principal's Report:

[Principal's Name] provided updates on school activities, achievements, and upcoming events.

Discussed current school initiatives, such as [mention any ongoing programs or projects].

### 4. Teacher Representative Report:

[Teacher Representative's Name] shared highlights from the teacher's perspective, including classroom updates, student achievements, and any concerns.

### 5. Parent Representatives' Reports:

[Parent Representatives' Names] presented feedback from parents, including suggestions and concerns.

Discussed upcoming parent engagement events and initiatives.

### 6. Old Business:

Reviewed progress on previous action items, including [mention specific items].

Discussed any outstanding issues or concerns.

### 7. New Business:

Introduced and discussed new topics, such as [mention specific items].

Solicited input and feedback from council members.

### 8. Announcements:

[Any important announcements or upcoming events]

Recognition of outstanding student achievements or staff accomplishments.

9. Next Meeting Date and Agenda Items:

The next meeting is scheduled for [Date] at [Time] in the [Location].

Members were encouraged to submit agenda items by [Deadline].

10. Adjournment:

Motion to adjourn the meeting was made by [Secretary's Name] and seconded by [Parent Representative's Name].

The meeting was adjourned at [End Time].

Respectfully submitted,

[Secretary's Name]

[School Name] Elementary School Council Secretary