

Clayton SEPAG Action Sheet – Agenda and Minutes

Members Present: \_\_\_\_\_ Today’s Date: \_\_\_\_\_

Recorder: \_\_\_\_\_ Date/Time/Place of Next Meeting: \_\_\_\_\_

| Agenda Item                                    | Person Initiating | Summary of Discussion/Task List   | Action Decision                              | Person to Follow Up | Target Date Completion |
|--|-------------------|---|--|---------------------|------------------------|
| Develop Mission Statement                      | Greg Esposito     | Collaborate as a group to establish a mission statement for the SEPAG   |  |                     |                        |
| Set Annual Goals                               | Greg Esposito     | Collaborate as a group to establish the goals of the SEPAG to be completed during the 2018-19 school year                     |  |                     |                        |
| Discuss Types of Meetings                      | Greg Esposito     | Collaborate as a group to establish what types of meetings the SEPAG would like to conduct throughout the 2018-19 school year |  |                     |                        |
| Develop Meeting Schedule for Year              | Greg Esposito     | Collaborate as a group and establish a meeting schedule for the 2018-19 school year   |  |                     |                        |
| Establish Group Rules                          | Greg Esposito     | Collaborate as a group to establish SEPAG group rules for all members to follow   |  |                     |                        |
| Determine Roles and Responsibilities           | Greg Esposito     | Collaborate and assign roles and responsibilities for each SEPAG need   |  |                     |                        |
| <b>Possible Agenda Items for Next Meeting:</b> |                   |   | <b>Odds and Ends List Next Meeting Date:</b> |                     |                        |
| 1.   |                   |   | 1.   |                     |                        |
| 2.   |                   |   | 2.   |                     |                        |
| 3.   |                   |   | 3.   |                     |                        |
| 4.   |                   |   | 4.   |                     |                        |
| 5.   |                   |   | 5.   |                     |                        |