



Sample Meeting Agenda

XXX Community Schools Advisory Board Agenda

DATE

- I. **Welcome and Introductions** [Icebreaker activity can be used here]
- II. **Programming Update** [Ask current program provider to talk about their program]
- III. **Upcoming Event** [Solicit help with various aspects of this event]
 - a. Fundraising
 - b. Invitations
 - c. Food
 - d. Photographer
 - e. Decorations
 - f. Clean-up
 - g. What are we forgetting?
- IV. **Review data**
 - a. Update on attendance goals for parent programming
 - b. Update on attendance goals for student programming
 - c. Feedback from recent family event
 - d. Review mid-year program evaluations (is this program doing what we thought it would?)
- V. **Other Announcements** [give shout-outs, announce other special events happening at the school, etc.]
- VI. **Next meeting date and time is:** _____

Thank you for coming!

This is a sample agenda that has been adapted from one shared by Heidi Dye, Resource Coordinator for Children's Home + Aid at Sumner School.