



## Sample Board Advisory Agenda

Date of Meeting

Location of Meeting

Time of Meeting

- Adoption of the Agenda
- Welcome & Introductions
- Adoption of the Minutes from the Previous Meeting
- Public Comments
- Review of the School Board Charge
- School Board Liaison Report
- Division Staff Liaison Report
- Topic/Action Item
- Topic/Action Item
- Discussion of Future Action Items
- Adjournment



# Sample Board Advisory Minutes

Date of Meeting  
Location of Meeting  
Time of Meeting

<b>Members Present:</b>	
<b>Members Absent:</b>	
<b>Item:</b>	<b>Notes:</b>
<b>Adoption of the Agenda</b>	
<b>Welcome &amp; Introductions</b>	
<b>Adoption of the Minutes from the Previous Meeting</b>	
<b>Public Comments</b>	
<b>Review of the School Board Charge</b>	
<b>School Board Liaison Report</b>	
<b>Division Staff Liaison Report</b>	
<b>Topic/Action Item</b>	
<b>Topic/Action Item</b>	
<b>Discussion of Future Action Items</b>	
<b>Adjournment</b>	