



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

Members Present:	
Members Absent:	
Item:	Notes:
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	