**PROGRAM NAME**

Advisory Board

Meeting Agenda & Action Planner

**Program Year 2024-2025**

|  |  |
| --- | --- |
| Meeting Date, Time, Location |  |
| Members in Attendance |  |
| Attendance % | = **Present** Members/**Total** Rostered Members |
| Guest Attendees, Roles |  |
| Relevant Documents  Preparatory reading to accompany topic discussions |  |
| Link to Previous Minutes |  |

|  |  |
| --- | --- |
| **Vision** & **Purpose Statement**  Restated from founding document. Used to reconnect members to the group’s overarching function. |  |
|  |  |
| **Focusing Goals**  for this Meeting  What does the group hope to accomplish this session? These are the Big Ideas to help frame the scope of work and prime members to focus on those tasks. |  |

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** # | **Time Window** | **Topic Title** - Presenter | **Notes** |
| 1 | ***Start – End*** | **Call to Order & Review Norms** – [Board Chair] | *Introductions, welcoming of guests, overview of agenda, refresh norms for engagement…* |
| 2 | ***Start – End*** | **Core Member Updates**  Program Director  Fiscal Manager  Data Manager  Education Liaison  Local Evaluator | *Standing item for the review and documentation of progress updates regarding administrative functions* |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  | **Closing Remarks & Action Planning** – [Board Chair] | *See* ***Action Planner*** *template for suggestions* |

**Action Planner**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action Commitment** | **Action Agent** | **Timeframe** |
| **Item** # | What was the agreed upon next step? | Who will be in charge of completing this item? | When will this be completed? |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

This Planner can be used to capture action items while organizing them into the larger strands, or categories, of activity programs are required to engage in and document. Categories specified in the grant & guidance policies requiring evidence of activity/progress include:

* **Collaboration with the** Local Evaluator. Coordinating data collection as per the Evaluation Plan, and integrating usable, improvement-focused recommendations from the most recent formative findings reports.
* **Collaborative Planning Time** with Partnering Agencies and School Officials.This activity can be coordinated by the Education Liaison, assessing needs and opportunities in the connection between school-day staff & leaders, students, and the program.
* **Internal Improvement Cycles**. These activities involve processing the information gathered through continuous self-assessment, also called Plan, Do, Study, Act (PDSA) cycles. Program Management Teams & the Data Manager can distill and integrate the findings from the program-wide Quality Self-Assessment (QSA) process, the site-level Program Activity Implementation Review (PAIR) process, any turnkey take-aways from Staff PD (Statewide/Regional PD events, in-house PD offerings), and stakeholder needs assessment/ needs sensing activities.

Consider including actions related to these specific categories into routine planning and documenting them accordingly.