This sample meeting agenda provides meeting topics for a general 60-minute advisory board meeting. The board chair and academy leader determine the agenda and some meetings may focus on a specific topic or special event. If possible, the board chair and academy leader should send out the agenda electronically before the meeting and provide written copies at the meeting.

|  |  |  |
| --- | --- | --- |
| **Time** | **Agenda Item** | **Who** |
| 5 minutes | **Welcome, Introductions, Agenda Review**   * Student Testimonial - optional *Brief student share out about recent work-based learning experience or how the academy is shaping their future aspirations, 5-minutes presentation* * Principal Welcome - optional *Brief overview of important school or academy update* * Approve minutes from the previous meeting * Introduce new members and guests | Chair or Designee |
| 10 minutes | **Review of Work-Based Learning Events**   * Review what worked well * Review what could be improved * Share any student feedback that was captured * Review data from NAF WBL Tracker (or district provided system-if applicable) | All |
| 20 minutes | **Work-Based Learning Planning**   * Discuss upcoming events, new ideas, and updates * Discuss and plan to secure partners for activities and internships | All |
| 10 minutes | **Strategic Plan Updates**   * Revisit strategic and action plans to track progress toward goals * Share data on the number of students impacted during the year; including types of activities and events * Share opportunities, challenges, and recommended updates/revisions to action plans | Committee Chairs  All |
| 5 minutes | **Board Operations (when needed)**   * Changes/additions to membership and officers * Creation/revision/review of by-laws * Budget presentation for the year or for major events | Chair, Treasurer All |
| 10 minutes | **Next Steps/Report-Out**   * Share next steps discussed during the meeting * Confirm next advisory board meeting time | Secretary,  All |
|  | **Close** | Chair |

**Meeting Log-in/Dial-in Information**

**Link: Passcode:**

**Meeting ID:** **Dial-In:**