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.

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| **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 ChairsAll |
| 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, TreasurerAll |
| 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:**