

MEETING AGENDA: *Name of School Board of Specified Jurisdiction*

Day, Month, Date, Year

0:00 – 0:00 a.m. / p.m.

Place

Please read:

Please bring:

Opening prayer: (name of prayer leader)

Roll Call and Review of Minutes, Last Meeting (decisions, action steps, tasks, etc.)

Decision / Discussion Items:

<i>Topics for Decision/Discussion: Clearly state purpose/objectives—provide written information</i>	Time	Person
1. Item for Decision/Action		
2. Item for Decision/Action		
3. Item for Discussion		
4. Item for Discussion		

Reports:

<i>Topics for Reporting Only: Please be brief—provide written information as necessary</i>	Time	Person
1. Chairperson's remarks		
2. Pastor's remarks		
3. Administrator's summary report		
4. Persons approved to address the Board		
5. Committee reports		
6. Item		
7. Item		

Next Board Meeting: (Day, Date, Time, Place, Prayer)

Date of Next Executive Committee Meeting (deadline for board packet)

<i>Topics for Next Agenda:</i>	5 min	Person
1. Dates of importance		
2. Item		
3. Item		
4. Item		

Summary:

<i>Summarize, review, evaluate the meeting</i>	5 min	Person
1. Review of tasks/assignments		
2. Evaluation of meeting process		

Closing Prayer/Adjournment: (Prayer leader name)