# Local School Improvement Council (LSIC)

## Meeting Agenda Template

An agenda is an outline that guides the order of items that need to be discussed or acted upon during a meeting. Agendas should be distributed prior to the meeting to prepare members.

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| Name of School: |  | Name of Chair: |  |
| Date of Meeting: |  | Name of Principal: |  |
| Place of Meeting: |  | Start/End Times of Meeting: |  |

1. Call Meeting to Order
2. Roll Call
3. Reading and Approval of Minutes
4. Principal’s Report
5. Officer/Committee Reports
6. Items to be Discussed
7. Motions, Orders, Resolutions, Ordinances and Measures Proposed
8. Announcements
9. Adjournment