



## Checklist for Board Meetings at Schools

Administrative Assistant to the Secretary Treasurer will email the school at least **TWO (2)** weeks prior to remind of Board Meeting at School.

School responsibility for Board Meeting at school:

- Room
- Coffee, snacks for 9:30 a.m.
- Lunch for 12:00 (noon)
- Student Learning showcase – 30 minutes  
Showcase student learning. It may be one student, some students or all of them – you decide.
- School Council Report (time as per Agenda)
- School Report (for both – 60 minutes – (45 minutes and 15 minutes for questions))  
School Reports report highlights of your education plan accomplishments and the unique learning and/or learning culture at your school. The Report also includes a School Council Representative sharing the good work of the School Council.

## Room Requirements

- V/C in room, as required
- Power bars/plug-ins for Trustees/Superintendent/Secretary Treasurer
- Tables and chairs setup in a three-sided square for Board
- Chairs for public on the fourth side (open end)