

SAMPLE SCHOOL MEETING AGENDA
For SSC

NOTE: Agenda must be posted at least 72 hours before ALL meetings.

Los Angeles Unified School District
(Insert School Name)
(Insert Committee/Council Name)
AGENDA
(Insert Date)

- | | |
|---|-------------------|
| I. Welcome/Call to Order | Chairperson |
| II. Flag Salute | Member |
| III. Public Comment(s)
Specify the number of persons and time limit for each speaker
Announce at the beginning of the meeting | Parliamentarian |
| IV. Roll Call | Secretary |
| V. Minutes (Action Item, if items require vote) | Chairperson |
| VI. Principal's Update | Principal |
| VII. Unfinished Business (Action Item, if items require vote)
Item(s) must have a motion from the previous meeting | Chairperson |
| VIII. Presentation(s) | Name of Presenter |
| IX. New Business (Action Item, if items require vote)
Item(s) should have been introduced/agreed to during agenda planning.
Item(s) must contain specific details relevant to program, needs, and funding.
The agenda items which require voting should be labeled as "Action Items." | Chairperson |
- SSC agendas must include:
 - A review of the School Plan for Student Achievement with relevant data at each meeting
 - Items related to program and/or budget changes
 - Annual review/evaluation of School Plan for Student Achievement advice from ELAC (should be submitted in

- writing and read to members)
- Respond to ELAC advice at the next SSC meeting within 30 days

X. Agenda Recommendations (Action Item)

Vice-Chairperson

Include items of “unfinished business” supported by a motion
Include items that are “new business” supported by a motion

XI. Announcements

Parliamentarian

Visitors’ parking is limited. Please make plans to carpool or to arrive early. To review obtain copies of materials, please visit the main office of XXXXXXXXXXXX School. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call XXXXXXXXXXXX at (XXX) XXX-XXXX or email her/him at XXXXXX@lausd.org at least 24 hours in advance. Individuals wishing to speak under the Public Comment section on the agenda sign up by _____ and should plan to arrive early, as they can no longer register after the Public Comment section on the agenda passes.