

Figure 40a: Sample Staff Meeting Agenda

_____ After-School Program
5555 Main Street
Town, State, ZIP
Phone, e-mail

Date	Time	Person Responsible	Discussion/Decision/ Action	Desired Outcome
License renewal visit	5 mins.	program administrator	Discussion of preparations; mock review	Development of plan for quality site review
Summer Food Program	5 mins.	program administrator	Review of submission; discussion of potential service, expansion	Full implementation; address student/family needs
School newsletters	2 mins.	program administrator	Information	Information for parents
Theory of Change	10 mins.	program administrator, staff members	Follow up to Bridges Out of Poverty Training	Implementation of learning
Conferences/ semester grade reports	5 mins.	staff members	Summary of what was learned; review grade cards	Summary reports
21st CCLC Grant Goals	5 mins.	program administrator, staff members	Identification and rewriting of goals (from grant); accountability plan	Preparation for evaluator visit
Parent engagement	5 mins.	everyone	Plans and strategies; 21st CCLC goals	Alignment of initiatives
Planning for next school year	10 mins.	everyone	Ideas for programming within budget projection	Effective operating plan and budget management
Schedule confirmations and synching	5 mins.	everyone	Sharing of information and job goals	Shared communication
Open	10 min.	anyone	Information	Time to identify, address concerns

Follow-up: