Sample Community Meeting Agenda

1 hour / optional 1 hour 15 minutes

1. Welcome by host/s (Superintendent, community group, planning department, consultants) (5 min)
2. Introductions (5 min)
* If fewer than 10 people, have each person quickly introduce themselves
* If more than 10, have people identify their groups: e.g., stand up if you are a parent/family member, neighbor of existing/proposed school, teacher, school district staff, city/county staff, student, alum, etc.
1. Overview of immediate issue: school facilities status & needs (5 min)
2. Presentation on school siting process and considerations (20 min)
3. Optional: Present more detailed overview of big picture school siting choices; Q & A on that (extra 15 min)
4. Group exercise: community school site decision priorities (15 min)
* Brainstorm values/priorities (e.g., walkability, near park, big playing fields, lot of parking, near students’ homes, room to grow, new building, retain elements of historic building, stay on site, etc.)
* Clump related values
* Dot voting (each person gets 5 dots to allocate) (can give people different colored dots based on their role of district, family, student, city, community)
* Group discussion
1. Q & A (5 min)
2. Wrap up & overview of next steps (5 min)
* Can solicit volunteers for advisory committee or site decision committee
* Overview of timeline