# Sample Information Session Agenda

Prior to Community Engagement Council (CEC) elections, districts should host one or more information sessions. These information sessions should emphasize the importance of CECs in the community and provide details about how community members can become involved in their community’s CEC. The district should offer multiple sessions at a variety of times and in a variety of formats (in person and virtual) to accommodate varying work schedules.

The Mississippi Department of Education provides this sample agenda on the following page as an example. Districts are not required to use this agenda and should customize it to fit their local context.

Districts will need to submit the meeting agenda and sign-in sheets as part of their reporting requirements.

# Sample Agenda

School/District Name

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Item | Discussion Notes | Meeting Minutes |
| Welcome | 1. Introduction 2. Agenda overview 3. Reminder to sign-in |  |
| Overview of Community Engagement Councils (CECs) | 1. Importance of community engagement for school improvement 2. Purpose and role of the CEC 3. Relationships between the CEC and the district 4. Benefits of serving on a CEC |  |
| CEC Creation Process | 1. Desired traits and dispositions of CEC members 2. How to access more information if you are interested in serving on the CEC 3. Interest form collection process 4. Upcoming election date and how community members can vote |  |
| Questions | 1. Address questions from attendees |  |