Advisory Committee Minutes Template (optional)



# Perkins V requires continued consultation with stakeholders. Each district must hold at least one Advisory Committee meeting per year and upload the minutes from that meeting into the Perkins annual update in GMS. This form will help you provide complete minutes for your meeting. Meeting minutes must have:

* Date of Meeting
* Roles/Names of those invited / indicate who attended the meeting
* Data review – Perkins Required Core Indicators, other data as needed
* Notes indicating what was discussed, what feedback was obtained

# Advisory Committee Membership – Required Representatives:

|  |  |  |
| --- | --- | --- |
| **Required Category** | **Name(s):** | **Present: Y/N** |
| Students |  |  |
| CTE Teacher |  |  |
| District Administrator |  |  |
| Postsecondary Teacher/Administrator |  |  |
| Career Guidance/Advisory Counselors |  |  |
| Specialized Instructional Teachers/Paraprofessionals |  |  |
| State or Local workforce development (Rotary, Chamber of Commerce, Dept of Labor, etc.) |  |  |
| Local or regional business/industry |  |  |
| Special Populations – including: individuals with disabilities, economically disadvantaged, homeless, English learners, foster students, youth with active duty military parent |  |  |
| Regional/local agency serving out of school youth |  |  |
| Regional/local agency serving homeless |  |  |
| Regional/ local agency serving at-risk |  |  |
| Tribal organization |  |  |
| Other: |  |  |

# Advisory Committee Agenda :

|  |  |
| --- | --- |
| *Agenda Items* | **Included?** |
| 1. *Review of Perkins Core Performance Indicator Data (Required)* |  |
| 1. Providing information on Perkins V requirements/program (as needed) |  |
| 1. Input on CLNA or Four-Year Plan (as needed) |  |
|  |  |
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|  |  |

# Advisory Committee Minutes: (expand as needed)

|  |
| --- |
| Date: |
| Agenda Item # |
| Discussion: |
|  |
| Agenda Item # |
| Discussion: |
|  |
| Agenda Item # |
| Discussion: |
|  |
| Agenda Item# |
| Discussion: |
|  |
|  |
|  |

# Continuing Consultation Methods May Include:

*ALL FORMS OF MEETINGS MUST RESULT IN DOCUMENTED EVIDENCE AS INDICATED*

* In-person meetings (Date, Agenda, Attendance List, Minutes)
* Email chain meetings (Emails, Summary including date range, attachments that were sent out, who responded, notes on any comments collected)
* Zoom or Telephonic meetings (Date, Agenda, Attendance List, Minutes)