

## Figure 1.4: Meeting Planner Template

We commit to meeting on the following dates. (Aim for two meetings per month.) If a meeting needs to be canceled, we will reschedule it within seven days.

Month	Date	Location	Time	Key Topics to Consider for This Meeting (For example, a summer faculty retreat, schoolwide testing, or student conferences)
June				
June				
July				
July				
August				
August				
September				
September				
October				
October				
November				
November				



Month	Date	Location	Time	Key Topics to Consider for This Meeting (For example, a summer faculty retreat, schoolwide testing, or student conferences)
December				
December				
January				
January				
February				
February				
March				
March				
April				
April				
May				
May				