**Sample Agenda for the First Advisory Board Meeting**

- Appoint a chair/plan on at least 2 hours for the meeting

- Recommended topics for discussion

A. Funding for the program

* CTE Levy
* Perkins Grant
* General Fund
  + How to access funds

1. Teacher salary and licensure

* Secondary CTE Medical Careers Licensure

1. Post-secondary contracts if needed
2. Facility and equipment
3. Assessment
4. Curriculum development: [Programs](http://www.healthforceminnesota.org/assets/files/ExampleHSTEPProgram.pdf) and [Courses](http://www.healthforceminnesota.org/educators_k12/science_courses.html)
5. Professional development for the instructors