Assess Readiness to Benefit – Step 1

Leadership Team Meeting Sample Agenda

Meeting Goals
- Establish the need for having a school improvement team
- Acquaint team with the eight-stage planning process
- Develop group agreements for conducting meetings
- Gauge staff willingness and ability
- Plan for the next full faculty meeting(s)

Time Needed
1 ½ to 2 hours

Meeting Tasks
1. **Review reasons the school is embarking on the school improvement process** (20 minutes)
   - Use current achievement data
   - Discuss district/state/federal requirements

2. **Develop group agreements or norms for meetings** (20 minutes)
   Decide: When and where the meetings will be held?
   - Must members be on time?
   - How the group will stay on topic?
   Determine team member(s) who will accept the responsibilities of:
   - Facilitator/agenda preparer
   - Timekeeper
   - Process checker
   - Recorder
   Determine how decisions will be made. See suggestions in *Working Toward Consensus Methods*.
   What is the expectation for completing tasks?

3. **Acquaint team with the big-picture view of the eight-stage planning process** (15 - 20 minutes)
   Decide a meaningful way to introduce the eight-stage planning process to the full staff.

4. **Share and discuss the Nine Characteristics of High Performing Schools** with the team. (15 - 20 minutes)
   - Plan how to introduce to the full staff.
   - Decide how to use the *9 Characteristics of High Performing Schools Puzzle* activity with the full staff.

5. **Review and Discuss General Readiness Assessment** - see *Assess Readiness to Benefit: General*
**Readiness Worksheet** (20 - 30 minutes)

- Based on the team’s knowledge of staff, estimate how many “yeses are there?”
- What obstacles need to be overcome? What are the strengths that are apparent in the survey(s)?
- What is the level of staff willingness and ability?

5. **Plan for next full staff meeting:**
   The goal for this full staff meeting is to:
   - Give staff a chance to provide input on sources and types of data
   - Keep staff informed and build buy-in leading to support for creating the portfolio and further stages in the planning process

**Evaluate Meeting Effectiveness**
Team briefly discusses and determines “How did we do?” and “How could we make the next meeting better?” (5 minutes)