Assess Readiness to Benefit – Step 2

Leadership Team Meeting Sample Agenda

Meeting Goals
• Prepare for activities at the next full faculty meeting
• Prepare for next stage “Collect, Sort, and Select Data”

Time Needed
1 to 1 ½ hours

Meeting Tasks
1. Review minutes from last meeting and group agreements for conducting meetings (20 minutes)
2. Plan activities that will build full staff support for careful examination of data (40 minutes)
   • Decide who will facilitate activity with staff, what materials or props are needed?
   • Discuss Beliefs, Vision, and Mission: Creating a Clear & Shared Focus and Unpacking the Mission Statement.
   • Do you have a mission statement? How real is it?
3. Plan next full faculty meeting(s)
   • Which of the activities would work well with the full staff?
   • What follow-up will there be, i.e., looking at new mission statements created by staff and creating a new statement?

Set Dates/Assign Tasks
• Prepare materials for doing the activities with full staff and decide who is doing what.
• Schedule next meeting to begin work on the next stage “Collect, Sort, and Select Data!”
• Decide what the steps are in beginning to gather data.
  Hint: 1) Start gathering data available for your school.
        2) Bring this data and any other available data such as survey results, etc. to the next meeting.

Evaluate Meeting Effectiveness
• Team discusses and determines “How did we do?” and “How could we make the next meeting better?” Use this information when planning the next meeting.
• Celebrate progress! Keep staff and leadership team informed about progress by displaying the Eight-Stage School Improvement Planning Process Diagram. Color in the stage your school is currently working on. Post it in a prominent spot.