

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)