

## 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.