Build and Analyze the School Portfolio

Leadership Team Meeting Sample Agenda

Meeting Goals

- Debrief Data Carousel Activity
- Review narrative statements and group into SIP Tool
- Decide how the portfolio will be shared

Time Needed

1 to 1 ½ hours

Meeting Tasks

1. **Debrief the Data Carousel Activity** (10 minutes)

   - How did people do with this group activity? Were the rules clear?
   - Is this a process that could be used annually to review data? How would it work better?

2. **Review narrative statements and group by themes** (30-45 minutes)

   Referring to the narrative statements created in the Data Carousel Activity:

   - Look to see if pertinent information is missing from the narratives.
   - Note the strengths and discuss how these can be acknowledged and celebrated.

4. **Prioritize Challenges** (This can be done with the whole group and/or with the leadership team)

   Using the *Prioritize Challenges Worksheet.*

   - Compile narrative statements that are designated as challenges.
   - Individually prioritize challenges by level of dissatisfaction, by severity, and by how much control the school has over this particular challenge.
   - Staff member prioritizes challenges and tallies ratings to determine an overall ranking.

5. **Discuss and decide how your school's portfolio will be available to stakeholders not present in the Data Carousel Activity** (15 minutes)

   Your group should consider multiple ways of keeping the portfolio visible and accessible:

   - Post large displays of data in teachers' lounge or in a hallway. Attach narrative statements captions that indicate what the school should celebrate and the areas that are challenges.
   - Keep a current notebook with all the types of data and as the school improvement process proceeds, add goal statements, action plans, pertinent research, and plans for evaluation.

Set Dates/Assign Tasks

The next stage is to set and prioritize goals. When will you meet to do this? What will you need?

Evaluate Meeting Effectiveness

Team discusses and determines what worked and what still needs to be addressed?