

Set and Prioritize Goals

Leadership Team Meeting Sample Agenda

Meeting Goals

- Group narratives into themes
- Write goals
- Prioritize goals

Time Needed

1 to 1 ½ hours

Meeting Tasks

1. Review the narratives and the strengths/challenges designation worksheets and group narratives by themes (10 minutes)

Regarding challenges, what are the themes that emerge repeatedly in the different data categories? These might be the process strands of math, thinking skills and behaviors, or ethnicity gap issues.

- Create a list of themes that will be used in the goal setting stage. Check to see if themes adequately describe the area (i.e, math vs. math problem solving)

2. Write 3-5 student-centered goals (60 minutes)

- Review the *Is it a STRATEGY or is it a GOAL? Worksheet*.
- Using the *Goal Writing Worksheet*, divide into pairs and write a draft goal.
- Rotate goals to the next group to review using the rating matrix.
- As a whole group, discuss each of the goals - are they ambitious enough? Are they goals for what students will do?

3. Prioritize the goals (10 minutes)

- The group decides which of the goals will receive priority status.

Set Dates/Assign Tasks

Schedule time at a staff meeting for staff to consider the goals and prioritize them (20-30 min.)

- The staff should see and agree (or not) on the goal statements.
- With goals in hand, the group can begin to research how the goals will be achieved. The next staff meeting may be a great time to divide people up into research teams based on the goals. Who will do what?

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.