### School and Community Leadership Team Initial Meeting Agenda

(Occurs prior to Module 1 and is approximately 2½ hours)

*Prior to the meeting, the School Leader confirms date, time, and location and prepares meeting materials for School and Community Team members. After the meeting, the School Leader reviews the notes, posts them in an accessible place, or sends them to each team member.*

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| **School:** |  | **Principal:** |  |
| **ESSA Designation:** |  | **Date and Time:** |  |
| **Assigned Roles** |  |  |  |
| Facilitator: |  | Note Taker: |  |
| Timekeeper: |  | Process Observer: |  |

**Team Members**

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| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Position/Role** | **Present: Yes/No** |
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| **Time** | **Person Responsible** | **Agenda Item** | **Minutes (Summary of Key Points)** |
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| 10 mins | Facilitator | **Introductions** (Each team member tells a bit about themselves) |  |
| 10 mins | Facilitator | **Share the Meeting Purpose**  *“The purpose of the meeting is to establish the team and its charge of implementing the empowerment process described in the Playbook.”*  **If school has ESSA designation, share designation and what it means.** |  |
| 5 mins | Facilitator | **Walk through the Agenda**   * Establish Team Norms * Review Roles and Responsibilities * Introduce the Playbook * Establish Communications and Meetings Routines * Set Future Meeting Calendar |  |
| 20 mins | Facilitator | **Establish Team Norms** (See Norm Setting Activity Tool) |  |
| 3 mins | Facilitator | **Review Roles and Responsibilities** (See Role Description Chart) |  |
| 50 mins | Facilitator | **Introduce the Playbook**  (Walkthrough Table of Contents and the brief description of each module under Using Alaska’s Empowerment Playbook) |  |
| 15 mins | Facilitator | **Establish Communication and Meetings Routines**  (e.g., adopt communication protocols or tools used between meetings, determine how to open and close meetings) |  |
| 9 mins | Facilitator | **Set *Future* Meetings Calendar** (Schedule out meetings for Modules 1 – 4) |  |

|  |  | **Actions Identified to be Completed\*** | **Due Date** | **Person(s) Responsible** |
| --- | --- | --- | --- | --- |
| 10 mins | Note Taker |  |  |  |
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| **Time** | **Person Responsible** | **Agenda Item** | **Minutes (Summary of Key Points)** |
| 1 min | Facilitator | **Next Meeting Reminder** (Date and Time) |  |
| 3 mins | Process Observer | **Process Observation Reflection**  (Process Observer reports out with specific examples on how the team followed the norms) |  |
|  | Facilitator | **Adjourn**  (Close the meeting with agreed upon routine) |  |

**\*Actions Items Review**: Note taker adds items during the meeting and reviews all action items, with due dates, and person(s) responsible at end of meeting.

Post meeting, review the meeting minutes with the note taker. Send the minutes to the School and Community Leadership Team members.