

Step #1- establish calendar of meetings

Department Meeting frequency

- ☐ Departments should meet minimally 6x/school year
- ☐ Departments should consider in person meetings at BOY, MOY, EOY
- ☐ Departments should consider their MOY meeting to be a connection time-Christmas party!
- ☐ Consider what items are most important BOY and if this should be a half or full day
- ☐ Consider celebrations and fair-wells at EOY
- ☐ Create calendar invites with titles that note 'in person' vs 'virtual'
- ☐ Add agenda template to calendar invites

Step #2- establish purpose of each meeting

Purpose of meeting- what are we convening to accomplish?

- ☐ Is this a meeting in which information is being shared without a call for feedback?
- ☐ Is this a meeting where problem solving needs to occur?
- ☐ Is this a meeting where decisions need to be made?
- ☐ Is this a meeting where we are all engaging in new learning?

At the opening

- *Frame the purpose and desired outcomes for the meeting and review agenda. If relevant, identify how this meeting connects to prior meetings and previous work engaged in.*
- *Articulate the role participants will play in the meeting (engaging as learners, making decisions, problem solving, creating a product, etc.)*
- *Name any decision-making points and processes that will be used.*
- *Identify the structures or activities that will be used in this meeting and how they'll connect to the desired outcomes*
- *Identify process for determining norms or agreements for meeting*
- *Determine structures to hold members accountable (self-monitoring and reflection)*

During the Meeting

- *Show up as a grounded, calm presence that believes in the capacity of team members*
- *Use a variety of listening strategies including paraphrasing and active listening*
- *Use a variety of questioning strategies to probe thinking and elicit new ideas*
- *Invite constructive dialogue and dissent (encourage conflict about ideas verses interpersonal or inter-team conflict)*
- *Monitor participants' understanding and engagement*
- *Protect time for reflection and feedback within the established time*

Step #3- develop the agenda

Structure of agenda

- ☐ Name of meeting
- ☐ Meeting dates/times
- ☐ Meeting objectives
- ☐ Times allocated for agenda items

- ☐ Resource links available (e.g., shared folders/drives, subscription platforms, assessment sign-in docs, etc.)
- ☐ Space for notes
- ☐ Space for action steps/follow-ups (highlighted)
- ☐ Link to previous meeting agenda

Facilitation of agenda

- ☐ Designated roles (time keeper, note taker, lead)
- ☐ Reviewing norms and previous action steps/follow ups
- ☐ Reviewing current agenda and asking for any additions/revisions
- ☐ Engaging participants so all voices are given an opportunity to be heard
- ☐ Consider adult learning principles when presenting new learning
- ☐ Facilitator anticipates the emotional, cognitive and energy needs of participants
- ☐ Adjusting times on items when needed (saving space for reflections, discussions, etc.)
- ☐ Establishing consensus when needed (thumbs up/down, 1-3, 'say your peace')
- ☐ Completing an evaluation at the end of the meeting (did we accomplish our objectives? Fist to Five (0-being not well spent, 5 being time well spent) How can we make this meeting better next time?)

Leadership Team Meeting Foundations Check List

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| <p>1. Team roles (e.g., facilitator, minute taker, and data analyst) were established along with responsibilities for each role.</p> <p>2. Norms, expectations, and decision rules were followed</p> <p>3. Team members attended the meeting promptly and remained present for the duration of the meeting.</p> <p>4. At least one team member at the executive level who can make budget and resource decisions (e.g., superintendent, principal) attended promptly and remained present for the duration of the meeting.</p> <p>5. At least one team member, who is a liaison with participating districts or schools (e.g., coach), attended promptly and remained present for the duration of the meeting.</p> | <p>6. Meeting started and ended on time.</p> <p>7. An agenda was used to define the topics and guide meeting discussion and was available to all to participants prior to and during the meeting.</p> <p>8. Topics in the agenda were covered within an approximate amount of time indicated in the agenda.</p> <p>9. Previous meeting minutes were provided to team prior to the meeting and referenced at the start of the meeting.</p> <p>10. Meeting notes are distributed to all team members within 24 hours of the end of the meeting.</p> |
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SAMPLE AGENDA

The Coolest Team Ever

Meets on this day and time via Zoom or in person

Norms: Be on Time, Maintain Shared Vision, Have Fun

Team Members: John, Bob, Tony, Rachel, Barbara

Tools: Shared Drive, Resource Folder, Subscription Platform, Assessment Check-out

Today's Objectives: Be Awesome & Be Productive



Time	Item	Resources	Notes/Follow-ups (highlight actions)
	Welcome/ Grounding	Prompting Questions	Take time to arrive and orient the team to what the goals of the meeting will be.
		Previous agenda	Review agenda & notes// review norms Assign roles: Note taker Time keeper
	RANDA	timeline	MSL/MSO: AU wide Department Specific
	PD request	Conference links	Consensus on # of participants and PD budget spending
	In service PD for sites	CEU form on website	
	Case Study/ Problems of practice		Discuss students, services, needs, challenges. Share resources, celebrations, new strategies.
	Meeting Evaluation/ Closing	Prompting questions	

SAMPLE AGENDA

San Juan BOCES Department Meeting Agenda	
Item	Notes
Grounding	<i>Use this time to allow team members to arrive and then introduce a question that connects to some of the work you will focus on during the meeting.</i>
BOCES Norms and Leadership Dispositions	<i>We encourage every department to spend some time integrating the BOCES Norms and Leadership Dispositions into the meeting space.</i>
CONTENT OF MEETING	In this section is where you have full autonomy for whatever is needed for your team!
Evaluations	<i>As a practice of professional growth, all departments will spend some time at each meeting discussing aspects of the evaluation. Use this time to draw connections between department goals, SSP goals, Measures of Student Outcome, and professional learning. This might be a mini learning session about a common topic of interest or identified area of student need, or a time to share resources and tools to improve student services.</i>
Closing	Take a moment of reflection. Find a connection. Celebrate an area of learning. Name something that made you curious to learn more. Set a commitment/intention until the next meeting.

* Assume Best Intent * Listen to Understand * Communicate with Integrity *
 * Be an Ambassador * Maintain a Shared Vision * Joyful Effort *

