

TOOL

Example of an Agenda for Decision Making



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Example of an Agenda for Decision Making

Rise Up Elementary School

December 9, 2014 ★ 3:30-5 pm

Instructional Leadership Team Agenda

Intended Outcomes:

Participants will:

- Analyze self-reflection data from PLC meetings
- Identify priority areas for next month's whole staff PD session and determine plan for delivering PD

Roles

- Process Checker: Sharon
- Timekeeper: Francisca
- Note taker: Martin
- Facilitator: Elena

Norms

- Engage fully
- Take risks
- Be mindful of others
- Take care of yourself

Time	Activity or Topic	Purpose	Decision-Making Process
3:30- 3:45	Opening <ul style="list-style-type: none"> Review agenda and outcomes Review norms and set intentions Team building activity 	<ul style="list-style-type: none"> Information Sharing Relationship Building Learning Planning Problem Solving 	None
3:45- 4:15	Data Analysis <ul style="list-style-type: none"> Share data on self-assessments from PLCs Analyze data 	<ul style="list-style-type: none"> Information Sharing Relationship Building Learning Planning Problem Solving 	None
4:15- 4:45	PD Planning <ol style="list-style-type: none"> Identify content areas Determine who will design and facilitate which sections and when planning will be done 	<ul style="list-style-type: none"> Information Sharing Relationship Building Learning Planning Problem Solving 	<ol style="list-style-type: none"> Multi-Voting (with stickers) Consensus
4:45- 5:00	Closing <ul style="list-style-type: none"> Review agreements and next steps Reflection on norms and intentions Process observer report Feedback for facilitator Appreciations 	<ul style="list-style-type: none"> Information Sharing Relationship Building Learning Planning Problem Solving 	None

Exhibit 8.1. © Elena Aguilar, *The Art of Coaching Teams: Building Resilient Communities that Transform Schools*. Jossey-Bass, 2016.

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