SYSTEMS
Run Effective Meetings and Meeting Agenda
Facilitator Role & Responsibilities

FACILITATOR (Site Coordinator)

- Ask questions
- Implement group norms or agreements
- Keep meeting on track (or navigate back on track when needed)
- Move through the agenda in a timely fashion

BEFORE Meeting

1. Draft **T1 Meeting Agenda Steps 1-3** prior to scheduled team meeting

2. Send drafted agenda to team members prior to meeting. Ask for discussion items and task updates from notetaker, data analyst, administrator, and all participating members. Attach or share agenda in a .docx, .doc, .pdf or link in a digital reminder (*communication resources listed in TA section*).

3. Confirm with data analyst that data is prepared in a digital format for the team to review during the meeting. *(Hard copy is optional based on team preference)*

4. Select the meeting room in advance (**responsibility can be shared with notetaker**). The room should be equipped with a projector, smartboard, apple tv, or something the team can collectively review data and agenda task on.

DURING Meeting

1. Lead team through the discussion and task items listed on agenda.

2. Encourage each team member to contribute input on discussion and task items.

3. ALL Team members are responsible for collaborative communication that builds trust and is non-judgemental. Facilitator should encourage and model this communication.

4. Value ALL team members' time and keep the meeting within the set timeframe.

5. Facilitator, data analyst, and external coach will assist team in accurately identifying the problem versus problem admiring.

6. Keep discussion solution-focused and guide team to take a broad look at all data and contributing tier 1 system factors: Attendance, suspensions, free/reduced lunches, school climate survey, resources available in the school and community

7. Table discussion items not covered in the meeting, unless the item/task is time-sensitive.If so, send follow up communication promptly after meeting highlighting the item/task for members' feedback.

AFTER Meeting

1. Follow up on the status of task item prior to assigned deadline.

2. Follow up with team member(s) to make sure they have the resources to complete the task: such as technical support, supplies, knowledge, time, or needs assistance completing the task.

3. Promptly follow up on any discussion items, issues presented among team members, or incomplete data.

TECHNICAL ASSISTANCE TOOLS

COLLABORATIVE & INTERPERSONAL NON-JUDGEMENTAL PHRASES

Let me see if I understand…?
To better help me understand can you give me an example of…?
So, what I hear you/us saying/suggesting is…..?
I hear you saying that you are primarily concerned with…?

What do you/we think about….?
How might you/we see happening in the classroom, hallway, etc. if…..?
What's another way you/we might…..?
Have we/you considered what the data shows?

Free Digital Communication Resources
School Email
Remind 101 App. https://www.remind.com/
Slack App. https://slack.com/
Team Reach App. http://www.teamreach.com

Team Expectations-Facilitator can lead the team in setting meeting expectations to help all members feel safe, respected, encourage consistency and collaboration.

TIPS Material
http://bit.ly/2MzDnDk

Stages of Group Development
http://bit.ly/2P9v9nA

F FOLLOW Agenda

I INVOLVE Team Members

V VALUE Collaboration & Time

E ENGAGE in Solution Focused Practice

FOLLOW UP **4** COMPLETION