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School Improvement Meeting Agenda

*Sample*

*Below is a draft of what a typical school improvement meeting agenda might look like. While meetings vary in length and focus, it is extremely important that progress monitoring data based on the strategies in your school improvement plan be present at every meeting, and that regular updates are being made to your plan accordingly.*

1. **Establish context** (What has happened since the last time you met? What are the main objectives of your meeting today?)

1. **Analyze data – *Data Driven Dialogue*** (not just summative, but also formative, interim; each strategy should be generating data as it’s being implemented…How’s that looking? Could measure adult fidelity of implementation or student impact or both)
2. **Apply findings** to SIP/make changes (Is what you’re doing working? If not, what changes need to be made to your plan? If so, how will you proceed?)
3. **Plan for notifying parties involved** (who will relate the necessary changes to teachers? Administration? Other stakeholders involved in plan implementation? When/by when? How?)
4. **Set agenda** for next meeting (date, time, participants, and *objectives* – *what data should be at the table?)*

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