

Tool 4

Leadership Meeting Agenda

1. Intended outcomes for today's meeting
2. Getting to know one another
3. Assessing readiness
4. Effectiveness indicators (handout: *Effectiveness Indicator Overview* [Tool 5])
5. School review tools
6. Elements of the on-site school review process (handout: *On-Site School Review Overview* [Tool 6])
7. The planning process
8. Documents the team will review
9. Survey creation and dissemination (handout: *Teacher Survey Example* [Tool 7])
10. Collecting student work (handout: *Collecting Student Work—Letter to Instructional Staff* [Tool 8])
11. On-site process
12. Communicating results
13. Strategic planning
14. Benefits of an external review
15. Discuss concerns/clarify questions
16. Create planning schedule