

## OFES Collaborative Meeting Agenda

**Date:**

**Time:**

**Team:**

### Our Mission:

**“Leading Today to Soar Tomorrow”**

**All students are leaders, and we will help them see that potential and develop their leadership capacity. These skills combined with an outstanding education will equip them for success now and in the future.**

If we value <u>Leadership</u> , we will...	If we value <u>Learning</u> , we will...	If we value <u>Relationships</u> , we will...	Our Norms	Corollary Questions
<ul style="list-style-type: none"> <li>• Live and model the 7 Habits</li> <li>• Provide unique leadership opportunities for each member of our school community</li> </ul>	<ul style="list-style-type: none"> <li>• View each day as an opportunity for growth-academically, socially &amp; emotionally</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a safe environment where people are loved, valued, respected, and trusted.</li> <li>• Celebrate each student's greatness</li> </ul>	<ul style="list-style-type: none"> <li>• (Enter Team Established Norms Here)</li> </ul>	<ol style="list-style-type: none"> <li>1. What do we want students to know and be able to do?</li> <li>2. How will we know if they have learned it?</li> <li>3. What do we do if they do not learn it?</li> <li>4. What do we do if they already know it?</li> </ol>

Team Member	Role	Celebrations & Wins:
	<b>Facilitator</b>	
	<b>Recorder</b>	
	<b>Time Keeper</b>	
	<b>Resource Manager</b>	
	<b>Active Participant</b>	

Agenda Items	Facilitator	Time Allotted 40 min	Summary of Minutes	Action Steps/Task Assigned	Who is responsible for completing this task?	By When?
<ul style="list-style-type: none"> <li>• Determine Team Member Roles</li> <li>• Review Commitments and Norms</li> </ul>		1 min				

Celebrations & Wins		3 min	<b>Recorded Above.</b>			
IAC Updates		2 min				
Concerns & Questions		2 min				
Review of Today's Norms; Next Meeting Date & Topics		2 min				

Additional Notes:

Facilitator	Facilitates the meeting; Transition to next topic; Use consent protocol for decision making.
Recorder	Takes a summary of minutes on the current agenda. Update the Data Workbook during meeting.
Time Keeper	Watches the time, gives team warning to move on to the next topic and when nearing the end of the meeting.
Resource Manager	Find resources as needed for the team during the meeting. Record assigned tasks and responsibilities on current agenda. Creates the next agenda at the end of the meeting;
Active Participant	Listen, engage in topic. Help keep team on task and following norms.