

Staff Meeting Agenda

Date: Feb 24, 2024 **Time:** 1:00-3:30 pm **Location:** Room B

Requested Attendees

John D. Hernandez	Charles B. Dodson	Mauro C. Martin	Juan P. Michael
Doyle R. Brewer	Floyd M. Owens	Sergio E. Doty	Herman L. Tee

1:00 pm	Welcome and Introductions (5 minutes)
1:05 pm	Review of Previous Meeting Minutes (5 minutes)
1:10 pm	Sales and Marketing Reports (20 minutes)
1:30 pm	Discuss Current Projects (20 minutes)
1:50 pm	Project Updates (15 minutes)
2:05 pm	Assign Tasks and Deadlines (15 minutes)
2:20 pm	Address any Issues or Concerns (30 minutes)
2:50 pm	New Business (15 minutes)
3:05 pm	Open Discussion (10 minutes)
3:15 pm	Set Date for Next Meeting (5 minutes)
3:20 pm	Wrap Up (10 minutes)
3:30 pm	Adjourn Meeting

New Action Items

- Action Item 1
- Action Item 2

Notes

Sample Agendas For In School Team Meetings

LL Leslie

A decorative graphic consisting of a light blue horizontal bar with a rounded right end, and a red circular shape partially visible behind it.

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The Survival Kit for the Elementary School Principal Abby Barry Bergman, Judy Powers, Michael L. Pullen, 2010-02-26 For the new and veteran elementary school principal here is a unique survival kit packed with tested advice practical guidelines and ready to use materials for all aspects of your job From the perspective of an author with twenty five years experience this book offers techniques such as creating a school vision building and sustaining morale utilizing technology and long term strategic school planning The included companion CD ROM serves as the perfect enhancement to this book This time saving device contains all of the book's forms checklists and letters for easy print out and use

Seven Steps to an Award-Winning School Library Program Ann M. Martin, 2012-01-05 This comprehensive book takes the reader through the necessary steps to develop user buy in and assistance in creating a learner driven library program The result A unique exemplary school library program that is eligible for national awards Creating an award winning school library program involves more than simply following the guidelines and standards available that describe what an exemplary program should accomplish Effecting the changes necessary is often a process that presents multiple challenges along the way especially when there is insufficient buy in to the changes This updated second edition of *Seven Steps to An Award Winning School Library Program* begins with a description of an existing model school library program and then describes steps that emphasize how to develop user buy in and assistance in achieving the results of a learner driven library program In addition to providing descriptions of detailed actions to perform advice on working with staff and background information on change theory this book also includes practical documents diagrams processes workshop ideas lesson plans and tips when filling out applications for awards

Building Positive Behavior Support Systems in Schools, Second Edition Deanne A. Crone, Leanne S. Hawken, Robert H. Horner, 2015-02-17 A widely used practitioner guide and text this book presents a blueprint for meeting the challenges of severe problem behavior in grades PreK 8 It shows how to provide effective behavior support for the 1 5% of students who require intensive individualized intervention Case examples illustrate step by step procedures for identifying student needs using functional behavioral assessment FBA and designing implementing and evaluating team based behavior support plans BSPs The book also describes how to build school and districtwide capacity to conduct FBA BSPs Reproducible forms and worksheets are included purchasers get access to a Web page where they can download and print the reproducible materials in a convenient 8 1 2 x 11 size New to This Edition Incorporates current FBA BSP research and best practices Chapters on developing districtwide capacity FBA apps and software applications for academic problems and early childhood settings Increased attention to FBA BSP as a Tier III intervention within a multi tiered framework See also the authors less intensive intervention for moderate problem behavior Responding to Problem Behavior in Schools Second Edition The Behavior Education Program Also available Dr Hawken's training DVD The Behavior Education Program A Check In Check Out Intervention for Students at Risk which demonstrates the BEP in action

Leading Effective Meetings,

Teams, and Work Groups in Districts and Schools Matthew Jennings, 2007 This book is packed with strategies that school and district leaders at all levels can use to run effective staff meetings inclusion teaching teams and committees or task forces

Building Positive Behavior Support Systems in Schools Deanne A. Crone, Leanne S. Hawken, Robert H. Horner, 2015-02-04 A widely used practitioner guide and text this book presents a blueprint for meeting the challenges of severe problem behavior in grades PreK 8 It shows how to provide effective behavior support for the 1 5% of students who require intensive individualized intervention Case examples illustrate step by step procedures for identifying student needs using functional behavioral assessment FBA and designing implementing and evaluating team based behavior support plans BSPs The book also describes how to build school and districtwide capacity to conduct FBA BSPs Reproducible forms and worksheets are included purchasers get access to a Web page where they can download and print the reproducible materials in a convenient 8 1 2 x 11 size New to This Edition Incorporates current FBA BSP research and best practices Chapters on developing districtwide capacity FBA apps and software applications for academic problems and early childhood settings Increased attention to FBA BSP as a Tier III intervention within a multi tiered framework See also the authors less intensive intervention for moderate problem behavior Responding to Problem Behavior in Schools Second Edition The Behavior Education Program and the related training DVD Check In Check Out Second Edition A Tier 2 Intervention for Students at Risk

Designing Successful Professional Meetings and Conferences in Education Susan Mundry, 2000-08-15 Learn to produce dynamic programs with this practical guide Finally a step by step guide to maximize your efforts and create the kinds of learning experiences participants will rave about Designed for first time as well as veteran event planners this practical hands on guide is full of concrete strategies tips and suggestions for creating dynamic events Highlights include Nine principles of effective meeting designers Key issues in site and date selection Strategies for designing audience centered programs Marketing for optimal participation Managing the conference for effectiveness Collecting data and evaluating results

Responding to Problem Behavior in Schools, Second Edition Deanne A. Crone, Leanne S. Hawken, Robert H. Horner, 2010-02-24 This book has been replaced by Responding to Problem Behavior in Schools Third Edition ISBN 978 1 4625 3951 2

The Portable Mentor Frederick A. Lindley, 2003-05-30 Without much question the fact that principala leadership is a key ingredientt in an effective school carries with it the cost of ensuring that ordinary people who get the job of administratos can actually do the job This books will provide a great foundation to make the extraordinary task doable John C Daresh From the Foreword Initially designed as a practical nuts and bolts resource for new principals this book now serves two primary target groups first time principals and first time principal mentors This book also targets a secondary audience one being those who are exploring the idea of becoming a school principal and the other students enrolled in preparatory programmes in pursuit of their principal licenses This handbook serves primarily as a portable and prescriptive support for entry year principals It provides a focused organized approach that helps the novice school leader

maneuver through the management and or organizational demands of the job Defining the Job Doing the Job Deciphering the Job and Mentoring the Mentor are the four parts of the book that address concerns related to the entry year principal and on principal mentoring issues **Countdown to the Principalship** Anne O'Rourke, 2007 First Published in 2007 Routledge is an imprint of Taylor Francis an informa company **The Quick-Reference Handbook for School Leaders** National Association Of Head Teachers, 2007-01-24 It s the type of useful self help text that promises practical and easy to read guidance to help you manoeuvre round the enquiries and problems that litter your school s otherwise smooth journey to an A judgement from Ofsted inspectors Ldr This is a handbook to have available as a first source to consult when an issue first arises It combines legal advice information suggested activities and a series of tips from headteachers who have dealt with such issues before New headteachers in particular would be well advised to read the section on media interviews before they are rushed into statements they later regret Looking after Yourself is a section that leaders would be well advised to skim through periodically as a reminder as it is the kind of advice that gets forgotten in the hurly burly of school life Brian Fidler Professor of Education Management University of Reading Distilled from years of NAHT National Association of Head Teachers experience of providing advice and guidance for its members in the UK The Quick Reference Handbook for School Leaders is a practical guide that provides an answer to the questions Where do I start and Where do I look for direction Written in an easy to read bulleted format the handbook is organised around key sections each part includes brief overviews checklists and suggestions for further reading o Organisation and Management the role of the Headteacher negligence and liability media relations managing conflict and difficult people effective meetings inspection resource management records and information o Teaching and Learning curriculum learning communities special education evaluation staff development unions celebrating success o Behaviour and Discipline safe schools code of conduct exclusion search and seizure police protocols o Health and Safety child protection issues occupational health safety risk assessments emergency preparation medical needs health safety resources o Looking After Yourself continuing professional development and work life balance This handbook is an excellent resource for all current and aspiring senior school leaders *Special Education in Contemporary Society* Richard M. Gargiulo, 2014-07-09 Grounded in research and expanding on current trends and contemporary issues the new edition of Gargiulo s text provides an easy to read introduction to special education

Responsive Collaboration for IEP and 504 Teams Albert Johnson-Mussad, Laurel Peltier, 2022-04-19 Your guide to responsive collaboration A responsive and collaborative approach meets the needs of students with disabilities in partnership with their families Written to empower all members of the IEP or 504 team this book guides educators and parents alike through the implementation of a responsive decision making process on behalf of students Learning disruption due to the pandemic has affected millions of students This book offers practical tools for improving the fit between the learning profile of individual students and schooling *Responsive Collaboration for IEP and 504 Teams* provides a framework that identifies

opportunities to build connections between educators establish relationships with service providers strengthen school family partnerships address inequities and develop student self determination Readers will find guidance on Referral and eligibility determination Individualized plan development Responsive teaming over time Other key practices related to responsive teaming with links to implementation tools Drawing on the principles of social justice and responsive practice this is your guide to navigating the complexities of IEP and 504 Team meetings for the benefit of students educators and families

Mastering Meetings That Matter Gavin Grift, 2023-05-01 Don't let another unproductive meeting waste your time Mastering Meetings that Matter is the game changing resource you need to transform your meetings from mediocre to exceptional This guide is designed for leaders and facilitators who want to increase the relevance impact and significance of their meetings **Army JROTC Leadership Education & Training**, 2002 *Army JROTC leadership education & training* United States. Army. Cadet Command, 2002 *Facilitating Effective Communication in School-Based Meetings* Jason R. Parkin, Ashli D. Tyre, 2021-09-05 This book offers guidance for school based professionals participating in the special education process It provides a foundation for effective oral communication and meeting facilitation in team meetings while highlighting methods to enhance collaboration between educators and families School psychologists across the United States share how they structure meetings provide examples for how to communicate educational and psychological concepts and describe personas they present to support the meeting process Chapters present a sequential facilitation process for school psychologist led meetings and apply that process to problem solving suspicion of disability eligibility feedback IEP and manifestation determination meetings Within each chapter featured practitioners describe ways to address common challenges that arise Aimed at graduate students and professionals this text is a unique example based resource to enhance readers ability to facilitate and participate in the special education process *Who Killed Sir William?* Marion Endicott, Steve Mantis, 2024-05-30 In 1910 Sir William Meredith led a Royal Commission to investigate the injury death and permanent disability of workers In response to his findings Meredith helped introduce a new system of compensation for injured and disabled workers that emphasized their rights and well being But today Sir William's principles appear to be dead injured and disabled workers often end up living in poverty and are viewed with stigma by those who should be providing them with service What happened How can we find out the experiences and needs of injured and disabled workers and how can the necessary changes be put into action To answer such questions the Research Action Alliance on the Consequences of Work Injury RAACWI a community based research initiative that brought advocates injured workers and academics together was formed Who Killed Sir William provides an engaging look at RAACWI's eight years of groundbreaking work and what a successful community academia partnership looks like to inform and inspire fellow academics advocates and community Its discussion includes and goes beyond Developing a trusting productive community advocate academic relationship Successes such as the production of over twenty research publications and a speakers school

for injured workers The use of diverse teaching methods including skits and theatre pieces Some of the challenges RAACWI faced and how they overcame them Who Killed Sir William authors Marion Endicott and Steve Mantis not only offer insight on the systemic assailants but also lay out a process of addressing them *Integrated Multi-Tiered Systems of Support* Kent McIntosh, Steve Goodman, 2016-02-04 Many schools have implemented academic response to intervention RTI and schoolwide positive behavioral interventions and supports PBIS as separate initiatives This book provides keys to making these programs more effective seamless efficient and sustainable by combining them into a single multi tiered system of support MTSS Steps and strategies are outlined for integrating data structures practices teams and district systems Contributing authors present detailed case examples of successful MTSS implementation in three states In a large size format the book features 27 reproducible checklists and evaluation tools Purchasers get access to a companion website where they can download and print the reproducible materials plus other helpful resources This book is in The Guilford Practical Intervention in the Schools Series edited by Sandra M Chafouleas Team Nutrition School Activity Planner , 1997 This activity planner was created to help Team Nutrition supporters and school leaders plan activities together Includes such activity suggestions as planning a nutrition fair and planning a Team Nutrition tasting activity Contains reproducible materials that can be personalized copied and distributed to children and parents Also gives an overview of Team Nutrition Transformational Leadership in Special Education Kirby Lentz, 2012-05-18 Using the principles of transformational leadership IEP teams become effective tools to ensure student success and achievements There is a difference of teams that are simply chaired and those that are lead Teams with transformational leaders promote the best efforts of all participants including parents and students to effectively deliver special education services that meet real student outcomes Using a step by step approach to developing the IEP improving team function and producing Great IEPs schools and districts can demonstrate special education effectiveness through success and achievement of students Transformational Leadership provides the reader with a background of meaningful and purposeful leadership and the building blocks of the learning organization These concepts are applied to the values and the operation of the IEP team Teams following these principals improve service delivery by full participation of all team members Transformational leadership can improve student advancement school improve and district accountability

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