

Tool 3: Sample Building Leadership Team Meeting Agenda Template

School:	Date:
Facilitator:	Note Taker:
Timekeeper:	Data Coordinator:
Active Team Members:	

Team Purpose:
Meeting Purpose:

1.	Celebrate Success (5 minutes)	
2.	Review Tier 1 Implementation Data (10 minutes)	
	a. Fidelity Data	
	b. Barriers to Implementation	
	c. Action Steps	

3.	Review Tier 1 Student Outcomes Data (15 minutes)	
	Grade	% at Benchmark
		Next Steps

4.	Ongoing Business (15 minutes)

5.	New Business (10 minutes)

Ongoing Action Planning Items

Activity	Who is Responsible?	Target Start Date	Target Completion Date	How Will We Know if it Worked?