

## Tool 5a: Agenda Checklist

### Purpose

The *Agenda Checklist* is an optional tool that SBLT’s can use to assist them in creating agenda that are purposeful and focused. Utilize the *Checklist* to ensure you have included all the recommended elements of an effective agenda. However, throughout the agenda creation process, make sure that your meeting activities are connected to your SIP.

### When to Use

Use this *Checklist* and *Example Agendas* when creating an SBLT meeting agenda to make sure the agenda is as effective as possible.

### How to Use

Compare your agenda against this checklist.

Agenda Checklist	
	<i>Defines purpose and outcomes that are aligned to school priorities (e.g., equity, great teaching, implementation updates, etc.)</i>
	<i>Includes check-in on group functioning and inclusion of appropriate SBLT participants (e.g., revisit working agreements as needed, etc.)</i>
	<i>Includes reflection on SBLT goal/focus area for the year as indicated in SIP</i>
	<i>Includes time to reflect on action taken since last meeting</i>
	<i>Focuses on analyzing relevant data and generating action steps that impact equity and focus areas within the SIP (Content, Instructional Practice, School Structure, School Culture &amp; Climate, Challenging &amp; Well-Rounded Participation, Family &amp; Community Engagement)</i>
	<i>Each section of the meeting has a time allocation (e.g., 15 minutes)</i>
	<i>Outcomes defined for each item (e.g., Is this item on the agenda to help SBLT make a decision, raise a discussion, or to inform?)</i>
	<i>Includes appropriate time to develop an action plan that will be meaningful and defines who, when and how the action step will be carried out</i>
	<i>Provides time for discussion of communicating meeting items out to community, families, and teacher teams</i>
	<i>Provides time for group/leadership development</i>

## Mandatory Versus Flexible: SBLT Toolkit

<b>Mandatory</b>	<b>Flexible</b>
None	<i>Use of this guidance document is optional</i>