

Tool 5b: SBLT Sample Agendas

Purpose

Structuring SBLT meetings is an important aspect of keeping the SBLTs functioning effectively and efficiently. Using shell agendas will help SBLTs structure their time in a meaningful way that will result in appropriate use of time. While schools must have documentation of their agenda for SBLT meetings, SBLTs may consider using this optional [Tool 5b: SBLT Sample Agendas](#) to provide them some guidance on how to structure their agenda.

When to Use

SBLTs should reference this tool when scheduling and organizing their monthly or twice monthly meetings.

How to Use

First, determine how often your SBLT will meet monthly:

- *One a month for three hours*
- *Twice a month (each meeting 1.5 hours)*

Then, determine the overall structure of the meeting:

- *Discussion as a large group*
- *Breaking into small groups to review data, and then reconnecting as a large group*

Finally, use the example agendas that correspond with your SBLT's meeting time and structural needs.

The example agendas below represent possible ways for SBLTs to structure their time together each month, guaranteeing they efficiently use their time in service of their school and the SIP.

If your SBLT meets once a month for 3 hours...

Example Agenda 1 - Meeting in one large group

10 min	Welcome - Inclusion and check in with members on group functioning, recite equity vision, review norms
10 min	Minutes Review & Goal Reflection - Review minutes and discussion from last meeting, reflect on SBLT goal/focus area for year as indicated in the SIP
20 min	Action Reflection - Reflect on action taken since last meeting
10 min	Defines Purpose & Outcomes - Specify purpose for meeting and outcomes for each item (decision-making, informing, starting a discussion, etc.) that will be discussed, and how it connects to the school and/or the SIP
45 min	Data Review - Analyze relevant data and develop action steps that impact major goals within the SIP
40 min	Data Discussion - Identify how data impacts major goals in SIP and how data informs those goals
30 min	Action Plan - Develop SIP-relevant action plans based on data review (who, when, how action step will be carried out); determine method of sharing meeting items outside the group
15 min	Group Development - Engage in new learning around leadership/group development

Example Agenda 2 - Breaking into small groups

10 min	Welcome - Inclusion and check in with members on group functioning, recite equity vision, review norms
10 min	Minutes Review & Goal Reflection - Review minutes and discussion from last meeting, reflect on SBLT goal/focus area for year as indicated in the SIP
20 min	Action Reflection - Reflect on action taken since last meeting
10 min	Defines Purpose & Outcomes - Specify purpose for meeting and outcomes for each item (decision-making, informing, starting a discussion, etc.) that will be discussed, and how it connects to the school and/or the SIP
	Break into smaller groups
30 min	Small Group Data Review - Analyze relevant data and develop action steps that impact major goals within the SIP
25 min	Small Group Data Discussion - Identify how data impacts major goals in SIP and how data informs those goals
30 min	Large Group Discussion of data review and data discussion
30 min	Action Plan - Develop SIP-relevant action plans based on data review (who, when, how action step will be carried out); determine method of sharing meeting items outside the group
15 min	Group Development - Engage in new learning around leadership/group development

If your SBLT meets twice a month (each meeting 1.5 hours)...

Example Agenda 3 - Meeting in one large group

5 min	Welcome - Inclusion and check in with members on group functioning, recite equity vision, review norms
5 min	Minutes Review & Goal Reflection - Review minutes and discussion from last meeting, reflect on SBLT goal/focus area for year as indicated in the SIP
15 min	Action Reflection - Reflect on action taken since last meeting
5 min	Defines Purpose & Outcomes - Specify purpose for meeting and outcomes for each item (decision-making, informing, starting a discussion, etc.) that will be discussed, and how it connects to the school and/or the SIP
15 min	Data Review - Analyze relevant data and develop action steps that impact major goals within the SIP
15 min	Data Discussion - Identify how data impacts major goals in SIP and how data informs those goals
20 min	Action Plan - Develop SIP-relevant action plans based on data review (who, when, how action step will be carried out); determine method of sharing meeting items outside the group
10 min	Group Development - Engage in new learning around leadership/group development

Example Agenda 4 - Breaking into small groups

5 min	Welcome - Inclusion and check in with members on group functioning, recite equity vision, review norms
5 min	Minutes Review & Goal Reflection - Review minutes and discussion from last meeting, reflect on SBLT goal/focus area for year as indicated in the SIP
15 min	Action Reflection - Reflect on action taken since last meeting
5 min	Defines Purpose & Outcomes - Specify purpose for meeting and outcomes for each item (decision-making, informing, starting a discussion, etc.) that will be discussed, and how it connects to the school and/or the SIP
	Break into smaller groups
10 min	Small Group Data Review - Analyze relevant data and develop action steps that impact major goals within the SIP
10 min	Small Group Data Discussion - Identify how data impacts major goals in SIP and how data informs those goals
10 min	Large Group Discussion of data review and data discussion
20 min	Action Plan - Develop SIP-relevant action plans based on data review (who, when, how action step will be carried out); determine method of sharing meeting items outside the group
10 min	Group Development - Engage in new learning around leadership/group development

Mandatory Versus Flexible: SBLT Toolkit

Mandatory	Flexible
Schools must have documentation of their SBLT agenda meetings	<i>But use of these specific templates for that purpose is not required</i>