

Tool 2: 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

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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?