

Date and Time

# Success Gaps Meeting

# **Process Agenda 5&6**

Meeting Objectives:

* Team members will have an understanding of the identified success gap [name of school or district] is addressing.
* Team members will identify root causes for the success gap by discussing and completing the rubric.
* Team members will develop an action plan to address root causes for the success gap.

| Time | Activity | Process and Materials |
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| 0 – :10 minutes | Welcome and Introductions   * All team members introduce themselves | 1. Introduce yourself and welcome everyone to the success gaps meeting. 2. Have each team member introduce him-/herself and his/her role. 3. Quick review of meeting norms and agenda for the day.   Materials: Name tents, room set up in a U or circular shape so everyone can see each other, copy of agenda for all, meeting norms posted in the room. |
| :10 – :20 | Quick Review of Last Meeting   * Review last meeting activities and ask for team feedback or comment * Follow up information from previous meeting * Data that show the success gap | 1. Review the activities of the last meeting and solicit any further comment or feedback from team members. 2. Have the data or information that people were assigned to gather presented. Go back to that section of the rubric and develop the consensus rating, if necessary. 3. Show a few data slides that remind team members why there is a success gap and what population is experiencing the success gap.   Materials: Presentation 3, screen, and projector. All team members should bring their materials from last meeting. |
| :20 – :50 | Rubric Review   * Self-reflection: everyone review the rubric and identify areas to prioritize * Group discussion of priorities | 1. Make sure everyone has a copy or has marked on his/her copy with the consensus information for the rubric. 2. Have each person review the rubric and identify areas/items he/she would prioritize for action. 3. Have the group engage in a discussion to identify priorities. Reach consensus on a reasonable number of priorities (5 or fewer). If more priorities are identified, then make sure to rank the priorities so that they can be addressed as progress allows. 4. List priorities on chart paper.   Materials: Completed rubric with common answers, projector and screen, digital version of the rubric, chart paper, markers. |
| :50 – 1:50 | Drafting an Action Plan   * Small group to draft action steps for each priority * Large group consensus on each activity for each priority | 1. Break the team into smaller groups of up to 5 people each and have them begin working on an action plan. Either use an action planning format the school or district already uses or use the one found in the Success Gaps toolbox. Each small group can work on a different priority. 2. Convene the small groups back to a larger group and go through the action plan, reaching consensus for each priority    * Or facilitate a round table movement where one person from each group stays with the plan for that priority but all others rotate to the next priority. Once they have rotated, they review what the previous group recommended, add to it, comment on it or offer additional suggestions. Groups rotate until all have seen each priority plan.    * Once finished with rotation, convene the group to review the entire plan and record it on one common document.   Materials: Completed rubric with common answers, projector, and screen, action plan template (either from resources or one the district/school uses for each individual and electronically, chart paper, markers. |
| 1:50 – 2:00 | Next Steps and Assignments   * Next meetings (identify time, day) * Assignment:   + Review action plan * Meeting summary | 1. If action plan is complete: Remind the team that although the action plan is now complete, their work is not over. Some of them will have implementation responsibilities, and they all will continue to monitor the plan over time. Remind them of the date for the first meeting to look at action plan implementation and progress. 2. If action plan is not complete: assign the members to review the priority areas in preparation for next meeting. 3. Conduct a quick +/Δ (plus/delta) to determine what worked well and what could be improved prior to next meeting. 4. Close with reminder of date of next meeting. |

Note to meeting planner: Agenda 4&5 is repeated until action plan is complete. The underlined sections should be customized for the meeting. The time in each section should be added. The sections should also be customized on the corresponding Team Member Agenda.

<https://ideadata.org/successgapstoolkit>