**Example**

**Missouri Middle School**

**SW-PBS Leadership Team Meeting Agenda**

**August 23**

**Our mission** is to teach all our children to communicate effectively, to solve problems, to understand and cooperate with others, to appreciate and care for the world in which they live, and to be lifelong learners.

**We envision** a school that is safe, energetic, and friendly, where staff, parents, and members of the community work harmoniously to ensure the personal success of each and every student. Staff collaborate to set high academic and behavioral standards for students and to model the social skills along with the professionalism, problem solving, and enthusiasm necessary to motivate our youth to be the best they can be. We put our students first and demonstrate positive attitudes, creative thinking, a commitment to learning, compassion for others, and pride in everything we do.

**Working Agreements:**

Be Respectful: Listen to others. Limit side conversations

Be Responsible: Be on time. Bring required materials

Be a Problem Solver: Discuss concerns with the team. Brainstorm solutions

**Members Present:** *Ms. Martin, Mr. Elliott, Mr. Pierce, Mrs. Hagen, Miss Irwin, Mr. Alan*

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| **Objective/Outcome** | **Time** | **Person Reporting** |
| *1.  Review and edit draft mission, vision, and philosophy of discipline* | *15 mins.* | *Ms. Martin* |
| *2. Solidify SW-PBS team roles and decision-making processes* | *10 mins.* | *Mr. Elliott* |
| *3. Create plan for professional learning  activities to examine and establish beliefs regarding discipline and gain staff commitment  to our work* | *30 mins.* | *Mrs. Hagen* |
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| **To Do Before the Next Meeting:**   1. *Prepare draft document on the SW-PBS Leadership Team roles and responsibilities, etc., for staff manual (Ms. Martin)* 2. *Review and share staff work on beliefs (Miss Irwin)* 3. *Review draft Leadership Team document/prepare final (All)* | | |
| **Communication with Staff, Students, Families, and Community – Strategies and Person Responsible**  **Staff –** *Invite to professional learning to examine beliefs regarding discipline and gain staff commitment to our work – Mrs. Hagen* | | |
| **Next Meeting:** *September 12*  **Possible Agenda Topics:**     1. *Review and edit documents on SW-PBS Leadership Team roles and responsibilities, and determine how to disseminate to staff* 2. *Review outcomes of staff activities to clarify beliefs and to gain commitment; decide next steps* 3. *Review staff survey data and decide how to share with staff* | | |