

## AGENDA TEMPLATE

### Rationale:

We are strongly suggesting using an agenda template for meetings with nested EC-NICs (coach, leaders, and school-based) so that we maintain consistency and coherence. However, two other reasons for using a template are more compelling. How we construct agendas communicates what we value, including equitable participation. Secondly, agendas reflect how well we model processes and pedagogy. What we want to see in classrooms, we need to model at every meeting in a school or district. Every agenda is similar to a good lesson plan with clear outcomes, assessments, activities, and reflection time. Every agenda is similar to a good classroom because there is room to adjust as needed following what Dewey says about structuring teaching – the most structure offers the most freedom for thinking and dialogue. Finally, we are interested in Project I<sup>4</sup> in having participants practice using Learning Exchange processes.

Successful agendas do not “stack and pack” so many items that it becomes impossible to accomplish anything significant. Successful agendas do the following-----

- Communicate clear outcomes and expectations that use observable verbs  
<https://curriculum.maricopa.edu/curriculum/curriculum-procedures-handbook/resources/verb-list-for-writing-behavioral-objectives>  
[https://www.hopkinsmedicine.org/institute\\_excellence\\_education/pdf/Behavioral%20Verbs%20for%20Effective%20Learning%20Objectives%202012.pdf](https://www.hopkinsmedicine.org/institute_excellence_education/pdf/Behavioral%20Verbs%20for%20Effective%20Learning%20Objectives%202012.pdf)
- Model equitable processes for full engagement of all participants
- Model processes for multiple learning styles
- Use formatting that is visually engaging
- Use formatting that is responsive to visual impairment if needed in your group (font 16)
- Include projected time
- Include norms/agreements
- Include think time and reflection time
- Have a “through-line” that is clear to participants (the activities are connected and build on each other).

The attached format could vary, but every agenda should have “white” space communicating that the agenda process has breathing room/thinking time. We do not want to communicate to participants of a meeting or professional learning session that we have a list of items we are ticking off.

We know that we always over-plan; most always, we think we can accomplish more in any given time period than we actually can (or probably ever could). In those moments, we have to remember the first LE axiom: *Learning and leadership are dynamic social processes.* Dynamic and social take time.

School Logo/motto/vision

**Agenda**

**SCHOOL NAME**

Project I<sup>4</sup> School-based EC-NIC



Date

Attendees:  Name  Name  Name  Name  Name  Name  Name  
 \_\_\_\_\_  \_\_\_\_\_

**Quotes and/or images** provide useful additions to the agenda—particularly if the quote or image captures the key elements of the meeting and perhaps is connected to opening circle.

Could include  
ESSENTIAL QUESTION

<b>OUTCOMES</b>	<b>AGREEMENTS</b>
<ol style="list-style-type: none"><li>1. Cultivate relational trust in EC-NIC group.</li><li>2. Co-generate a SMARTER AIM statement that is <b>Specific, Measurable, Attainable, Realistic &amp; Relevant, Timely and Equity-focused</b></li><li>3. Reflect on .....</li></ol>	

YOU MAY HAVE SOMETHING TO INCLUDE HERE THAT REMAINS CONSISTENT IN EVERY AGENDA

## School Logo/motto/vision

*Assign roles: Facilitators should be decided before meeting so each facilitator can be prepared, but timekeeper and notetaker roles can alternate.*

*Suggested times for one hour meeting*

TIME	ACTIVITY	PROTOCOL	FACILITATOR
5 min	Opening Circle (OC)		
5 min	Dynamic Mindfulness		
10 min	Personal Narrative		
30 min	<p style="text-align: center;">Content Focus</p> <p>Example: Agree on AIM statement based on current evidence of what we should collaboratively focus on</p>		
5 min	<p>Closing Circle – Reflection on Equity</p> <p>How does our co-generated aim statement ensure an equity focus?</p>		

*Be sure you are prepared with an opening circle question that is related to the overarching question and outcomes for the meeting. For EC-NIC meetings (small group), probably could use a consistent talking piece to pass around. If you use same agenda template for larger meetings, you may have to vary how you organize OC as you have time constraints.*