

<b>Time</b>	<b>Topic</b>	<b>Activities</b>	<b>Materials</b>	<b>Goals &amp; Outcomes</b>
5:00	Introduction	<ul style="list-style-type: none"> <li>• “comings and goings”</li> <li>• review meeting agenda and agreements</li> <li>• review meeting roles for today and next meeting</li> <li>• review last meeting’s minutes and approve</li> </ul>	<ul style="list-style-type: none"> <li>• agenda</li> <li>• agreements</li> <li>• minutes</li> </ul>	<ul style="list-style-type: none"> <li>• build an equity-centered professional learning community that models collaboration, trust and empowerment.</li> <li>• work toward a shared vision and leadership of CP Academy.</li> </ul>
5:10	Constituent Reports And Updates	Work in progress, main concerns for students, parents, and faculty. (5 minutes each)	Constituent groups responses	<ul style="list-style-type: none"> <li>• Maintain communication between constituent groups &amp; inform each other about ongoing work,</li> <li>• surface impending issues.</li> </ul>
5:30	DINNER			
5:40	Current Business: Achievement Goal	<ul style="list-style-type: none"> <li>• Review last meeting Achievement Goal discussion</li> <li>• Whole Group Brainstorm – areas we expect to see change</li> <li>• Small group work drafting goal statements</li> <li>• Whole group analysis using SMART goal criteria</li> </ul>	Input from constituents SMART Goals worksheet	Identify what indicators are to be targeted by strategies for improving overall student achievement.
6:15	Implementation	<ul style="list-style-type: none"> <li>• Plan of Action – what is being done, what more is planned. What else is needed to accomplish our Achievement Goal?</li> </ul>	Grant Proposals	Develop a plan of action for reaching the Achievement Goal. Define a timeline for review of program.
6:30	New Business: Program Development	<ul style="list-style-type: none"> <li>• Program Changes for next year</li> <li>• Impact of the Budget Crisis on CP Academy</li> </ul>		Anticipate changes and identify possible areas of concern.
6:45	Next Meeting Plans	Agenda items for April meeting (report from IMP teachers on progress toward equity goal?)		Plan main topics, assign responsibilities.
6:50	Closure	<ul style="list-style-type: none"> <li>• process observations</li> <li>• meeting reflections                             <ul style="list-style-type: none"> <li>-- whip: did we achieve our goals? what worked for you today? what needs more work?</li> </ul> </li> <li>• announcements</li> <li>* set subcommittee meetings</li> </ul>	<ul style="list-style-type: none"> <li>• reflection sheets</li> </ul>	<ul style="list-style-type: none"> <li>• build an equity-centered professional learning community that models collaboration, trust and empowerment.</li> <li>• work toward a shared vision and leadership of CP Academy.</li> </ul>

**Roles this meeting:** Facilitator – Annie

Timer –

Recorder –

Process Observer -