

Date and Time

# Success Gaps Meeting

# **Team Member Agenda 1**

Meeting Objectives:

* Team members will become familiar with all members of the team.
* Team members will develop an understanding of the background and rationale for addressing success gaps in districts and schools.
* Team members will have an understanding of the success gap [name of school or district] is addressing.

| Time | Activity |
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| 0 – :15 minutes | Welcome and Introductions* All team members introduce themselves
* Agenda for the day and meeting norms
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| :15 – :45 minutes | What Is a Success Gap?* Short introduction of success gaps materials and distribute the white paper and rubric
* Play video that provides the national picture and the background of the success gaps materials
* Team reaction to the information and materials
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| :45 – 1:15 minutes | Our Data* Data for the district or school that sets the stage for the success gap
* Team reaction to the data
* Consensus on the success gap in [district or school]
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| 1:15 – 1:45 | Getting Started With the Rubric* Explore the rubric
* A closer look at the sections of the rubric
* Team member reflection
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| 1:45 – 2:00 | Next Steps and Assignments* Series of meetings (identify time, day, etc. for at least three meetings)
* Assignment:
	+ Read the white paper
	+ Complete the assigned sections of the rubric: [1-Data-based Decision Making, 2-Cultural Responsiveness, 3-Core Instructional Program, 4-Assessment-Universal Screening and Progress Monitoring, 5-Interventions and Supports]
* Meeting summary
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<https://ideadata.org/toolkits/#resources01>