

Utopia City School District, USA
Safe Schools Healthy Students
CMT Meeting
August, 2011
8:00 – 9:00 am

AGENDA

- I. Welcome
- II. Annual report submitted in July to the FPO
- III. Program outcome data from 2010-2011 school year
- IV. Implementation of 2011-2012 SSHS programs/services/activities
- V. Sustainability of programs/services/activities
- VI. Volunteer to host September meeting?
- VII. Other business

You are planning your August CMT meeting for the Utopia SSHS initiative and at this meeting, hope to revive and engage your CMT for the upcoming grant year! Beyond reporting out on the annual report, you really want to talk about implementation and sustainability. You have some great evaluation data to present (your evaluator will be at the meeting, but you secretly call him *“Shy Man Stan”* because he does not like to speak to the partners and is more comfortable crunching numbers) and you are excited to share the positive outcomes with your partners. However, you also have some data that shows that one of the school-based programs you have been implementing the past 2 ½ years is not making the kind of difference you all hoped that it would. *Capacity Building Cassie, the Supportive Partner* has been running this program and is married to the mayor of Utopia. Although you have had multiple conversations with her and adjustments have been made, the program is still not producing the outcomes.

Systems Change Arnold, the Aggressive Partner, is losing his half-time funding for a position that you have split through SSHS dollars since the beginning of the grant. You have heard from *Leading for Change Lucy, the Know-It-All partner*, that they are going to go after the program funding supporting *Capacity Building Supportive Cassie*, school-based program that is not producing positive outcomes. To exacerbate the issue, *Systems Change Aggressive Arnold* is very good friends with *Leading for Change Know-It-All Lucy*, and you KNOW that they are going to join forces at this meeting.

You can picture this meeting in your head as you are planning: *Logic Model Larry, the Yes Partner*, will say yes to everything even though he never has time to follow through; *Blackberry Bob* will... well... be on his Blackberry the entire time; and *Winnie the Whiner* will not talk about her resources up front, even though she has two grants that she can use to support the half-time funding for the position that *Systems Change Aggressive Arnold* is trying to keep. However, you are hoping that *CLC Cindy, the Facilitator Partner*, is coming to the meeting, since she always brings straight-forward thinking and direction to the meeting.

You do not want to start your first meeting off with a lot of conflict. A fellow PD, Helpful Harry, gave you the attached Meeting Agenda template and you think this might be a good way to begin this meeting of the new grant year.

ACTIVITY INSTRUCTIONS

Fill in the attached template and pay attention to the following:

1. What is the purpose of each agenda item? Is it to inform? Gather information? Solve a problem?
2. Who should present on this topic? Is there someone else who I should invite to the meeting to deliver this message? Are the right people at the table? *Be creative... think of other partners in your own communities that you could invite the meeting.*
3. Since you know you are going to have discussion over programs, think through a way in which you can have a discussion that fits all personalities (e.g., having a meeting in a circle, giving all partners a time limit in which to express their opinion, etc.).
4. Does the team need to make a decision at this meeting on the school-based program that is not producing the outcomes as expected?