

**Riverside County Office of Education
 Focused Monitoring Facilitated Districts Project**

Leadership Team Meeting Minutes

Name of School _____ **Date** _____

Members Present _____

Norms	1 min.	<ul style="list-style-type: none"> • Be on time to meetings. • Come prepared. • Actively participate. • Listen respectfully.
Grade Level/ Department/ Course Updates	20 min.	<ul style="list-style-type: none"> • K: • 1: • 2: • 3: • 4: • 5:
Discussion	15 min.	<ul style="list-style-type: none"> • Getting team meeting minutes submitted in a timely manner. • Organizing the Pyramid of Interventions • Team leader issues/concerns
Next Steps	5 min.	<ul style="list-style-type: none"> • Principal will follow-up on any team minutes not submitted within two days of the meeting. •

Next Meeting	4 min.	<ul style="list-style-type: none">• Report on timeliness of team minutes being submitted• Report on progress on Pyramid of Interventions.•
Parking Lot		<ul style="list-style-type: none">• Conflict between campus supervisors.