

# Tool 4: Meeting One Agenda

**School Name:** \_\_\_\_\_

**Law Enforcement Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- I. Welcome and introductions
- II. Brief project summary:
  - Goals and milestones of the effort
  - Goals of the meeting
- III. Establish the rules of brainstorming:
  - Everyone participates
  - Stay on topic
  - Go for volume: Piggyback on other ideas
  - Be creative
  - Accept all responses: No discussion, criticism, or analytical comment until time is called
- IV. SRO shares what he or she does in a typical day and what he or she is trying to accomplish with each activity.
- V. Discussion: What outcome goals do you want the SRO to accomplish in your school over the course of the school year?
- VI. Organize the ideas, eliminate duplicates, and post them on the walls.
- VII. Recap: Is there anything that you want the SRO to do or to accomplish that has not been mentioned?
- VIII. SRO and supervisor: Do any of the goals conflict with contracts, policies, or other constraints? If so, mark them from the list.
- IX. Prioritize 3–4 outcomes: What is the SRO most directly responsible for and what is most important to you? (See Step 4, Part B: Tips for Establishing Consensus)
- X. Discussion: What measures can tell you whether the goals are accomplished? Identify data sources for each of the measures.
- XI. Discussion: What activities do you anticipate the SRO will undertake to accomplish the goals? Delete any activities from the list that the SRO cannot conduct due to policy or legal constraints.
- XII. Next steps:
  - Identify tasks, task doers, and timeline
  - Select second meeting date and time