

Tool 8: Meeting Two Agenda

School Name: _____

Law Enforcement Agency: _____

Date: _____

- I. Welcome
- II. Review the meeting purpose: Refine the priority outcomes and activities.
- III. Review the priorities agreed to during Meeting 1 and the types of activities the SRO may do.
- IV. Review data findings: Identify the high-frequency types of incidents and how the prioritized incidents compare in frequency.
- V. Discuss and agree to any changes to priorities.
- VI. If priorities change, establish new data sources and activities.
- VII. Decide the importance of each priority outcome compared with the others and assign a degree of importance so that the sum of priorities equals 100.
- VIII. Estimate the percentage influence that the SRO has on each priority compared with other people (e.g., teachers, parents, deans).
- IX. Review and finalize outcome measures and data sources.
 - Is the data feasible to collect?
 - Does the data accurately measure whether or to what degree the goal is met?
- X. Summarize activities expected of the SRO.
- XI. Assign tasks:
 - Draft survey
 - Implement survey
 - Analyze survey findings
 - Gather baseline data
 - Create activity log
 - Set timelines and points of contact
- XII. Establish a plan for implementation:
 - Timing of SRO activities (after collecting baseline data)
 - Frequency and mode of communication and feedback with customer group
 - Means of sharing survey and baseline data findings and with whom they will be shared
 - SRO/Supervisor progress meetings