

Effective Meeting Exercise

1-2: a, b, c

Name: DANIEL BOYD

Activity: Effective Meetings

Dates of Participation: 1/28/2022

Instructions: Reflect on and answer the following questions and attach an agenda for your meeting.

Considering the effective meeting strategies that we reviewed on January 14th, what are the ones that you use on a consistent basis?

- Clear Objectives/Purpose
- Solid and purposeful agenda
- Start time (Stop time usually) PTO/SAC meeting with stakeholder feedback are left open.
- Invite the right people
- Set expectations/rules
- Stick to agenda, stay focused
- Summarize the meeting via notes
- Follow-up on action items.

What are the effective meeting strategies that you now have used that you rarely employed in the past?

- Appreciative steps
- Starting the meeting with something positive from stakeholders

What are your plans to lead more effective meetings in the future?

- Continue with the steps I was doing. Add more positivity and strength-based conversations.

In this meeting, it was wonderful to hear the success stories from everyone. We received different perspectives from parents, administrators, teachers and support staff. Even in a virtual meeting, you could tell spirits were lifted and the meeting continued with energy and positivity.



W.D. Sugg Middle School PTO/SAC Meeting

Date: 01/19/2022
Time: 5:00pm
Location: TEAMS

CONVENER: Ann McDonald

Ann McDonald, Principal
Lorie Starkweather, AP
Daniel Boyd, AP

Long Term Purpose

To work together in an environment of mutual trust and honesty, resulting in improved learning experiences and academic achievement for our students.

OUTCOMES:

- ✓ Generating solutions to pressing problems and issues.
- ✓ Sharing ideas, successes, and concerns.
- ✓ Understanding pertinent to compliance and procedures
- ✓ Learning how to help teachers and students become more successful.
- ✓ Uniting as a strong team.

Protocol

- ▶ Be fully present.
- ▶ Respect each other.
- ▶ Minimize sidebars.
- ▶ Use electronic devices as they relate to the meeting.
- ▶ Take care of yourself.
- ▶ Honor timelines.
- ▶ Support all decisions in public and private.
- ▶ Encourage everyone to participate equally.

AGENDA

1. Welcome/Introductions
2. Share a success that has occurred since last meeting
3. SAC Reports
 - a. Minutes – Posted online
 - b. Old Business - None
 - c. Financial Report – No Budget
4. School Improvement Plan
5. Principal’s Report
 - a. Title 1 Budget Information
6. New Business
 - a. Input from stakeholders regarding Title 1 Budget use.
 - b. Parent/Family Engagement Plan (Review of previous and current activities-Mr. Boyd)
 - c. PFEP input from Stakeholders regarding future activities.
7. Upcoming Events
 - a. Basketball - (1/25 @ LMS, 2/1 @ BCMS, 2/8 @ Sugg [JMS], 2/10 @ King)
 - b. Early Release – 2/2 (Middle School: 2:40p)
 - c. Progress Reports – 2/9
 - d. Black History Month Celebration – 2/16
 - e. Next SAC Meeting 2/23

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

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Phone Conference ID: 257 499 727#