**CIRCLES Community Level Team Agendas**

C:\Users\tianacadye\AppData\Local\Microsoft\Windows\INetCacheContent.Word\CIRCLES LOGO color 1.tif **CIRCLES Community Level Team (CLT) AGENDA**

**CLT Meeting #1 Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Time Allotted** | **Discussion (Key Points, Motions, concerns)** | **Action Voted** | **Next Steps/ Due Date** | **Who is Responsible?** |
| Introductions | 10 minutes |  |  |  |  |
| Ice Breaker | 15 minutes |  |  |  |  |
| Description of CIRCLES | 20 minutes |  |  |  |  |
| Values, Mission, Vision | 20 minutes |  |  |  |  |
| Who Else Should Be Here? | 10 minutes |  |  |  |  |
| School-Level Team Designations (Pass around sign up sheet) | 15 minutes |  |  |  |  |
| Schedule Next Meetings | 10 minutes |  |  |  |  |
| Parking Lot and Next Agenda Items | 10 minutes |  |  |  |  |
| **TOTAL MINUTES** | **110** |  |  |  |  |

**ON THE BACK:** Values, Mission, Vision

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**CIRCLES Community Level Team (CLT) AGENDA**

**CLT Meeting #2 Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Time Allotted** | **Discussion (Key Points, Motions, concerns)** | **Action Voted** | **Next Steps/ Due Date** | **Who is Responsible?** |
| Ice Breaker | 10 minutes |  |  |  |  |
| Review Values, Mission, Vision statements | 10 minutes |  |  |  |  |
| Brief Recap of CIRCLES | 10 minutes |  |  |  |  |
| Report of Progress on School-Level Team Meetings | 20 minutes |  |  |  |  |
| Agency Introductions: What services? To whom? Challenges you face in providing services? | 40 minutes |  |  |  |  |
| Who Else Should Be Here? | 5 minutes |  |  |  |  |
| Schedule Next Meetings | 5 minutes |  |  |  |  |
| Parking Lot and Next Agenda Items | 10 minutes |  |  |  |  |
| **TOTAL MINUTES** | **110** |  |  |  |  |

**ON THE BACK:** Values, Mission, Vision

C:\Users\tianacadye\AppData\Local\Microsoft\Windows\INetCacheContent.Word\CIRCLES LOGO color 1.tif**CIRCLES Community Level Team (CLT) AGENDA**

**CLT Meeting #3 Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Time Allotted** | **Discussion (Key Points, Motions, concerns)** | **Action Voted** | **Next Steps/ Due Date** | **Who is Responsible?** |
| Ice Breaker | 10 minutes |  |  |  |  |
| Review Values, Mission, Vision statements, make changes? | 10 minutes |  |  |  |  |
| Brief Recap of CIRCLES (Only if you have new members) | 10 minutes |  |  |  |  |
| Report of Progress on School-Level Team Meetings | 20 minutes |  |  |  |  |
| Review Challenges Identified by Agencies at CLT #2 | 10 minutes |  |  |  |  |
| Identify CLT Goals for the Year | 30 minutes |  |  |  |  |
| Who Else Should Be Here? | 5 minutes |  |  |  |  |
| Schedule Next Meetings | 5 minutes |  |  |  |  |
| Parking Lot and Next Agenda Items | 10 minutes |  |  |  |  |
| **TOTAL MINUTES** | **110** |  |  |  |  |

**ON THE BACK:**

Values, Mission, Vision

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**CIRCLES Community Level Team (CLT) AGENDA**

**CLT Meeting #4 Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Time Allotted** | **Discussion (Key Points, Motions, concerns)** | **Action Voted** | **Next Steps/ Due Date** | **Who is Responsible?** |
| Ice Breaker | 10 minutes |  |  |  |  |
| Review Values, Mission, Vision statements | 5 minutes |  |  |  |  |
| Brief Recap of CIRCLES (Only if you have new members) | 10 minutes |  |  |  |  |
| Report of Progress on School-Level Team Meetings | 20 minutes |  |  |  |  |
| Review Goals Identified by Agencies at CLT #3 | 10 minutes |  |  |  |  |
| Identify Next Steps for CLT Goals for the Year | 30 minutes |  |  |  |  |
| Schedule Next Meetings | 5 minutes |  |  |  |  |
| Parking Lot and Next Agenda Items | 10 minutes |  |  |  |  |
| **TOTAL MINUTES** | **100** |  |  |  |  |

**ON THE BACK:**

Values, Mission, Vision