

# Core Team Toolkit

## Initial Core Team Meeting Agenda

School:

Estimated Time  
(Up to 2 hours)

Date:

### Congratulations on forming your CBDD School Core Team or Building Leadership Team!

Now that your entire Core Team has completed the [Core Team Survey](#) independently, it's time to talk about your answers. Many times, the discussions begin with everyone sharing their answers for the 'Strengths of your school' question – and why they choose those strengths. When team members begin sharing their perspective, we begin to notice some of our strengths may be siloed to a certain area of the school (for example, a specific teacher or classroom). That's OK! The process of each team member sharing their perspective will help the team understand the overall strengths and challenges of the school when thinking about transition planning and outcomes for youth.

Work through the below agenda and allow time for everyone to share their answers and reasons for choosing their answers. Don't be surprised when some team members list specific items as strengths while other team members list them as weaknesses. The conversation that follows will help everyone get on the same page and understand the Core Team's priorities moving forward.

Timespan	Agenda Item
5 min.	Welcome and Introductions
Less than 10 min.	Review the purpose and goals of the Core Team using the <a href="#">Core Team Overview</a> .
20-30 minutes	<p>Summarize the results of the <a href="#">Core Team Survey</a></p> <ol style="list-style-type: none"> <li>Have each team member discuss their Core Team Survey and provide a "why" for their answers. Hearing everyone's perspective will help build an understanding of the entire school's strengths and challenges.</li> <li>Surface information on each of the areas where the team will need (or wish) to leverage strengths (opportunities) to improve challenges (threats).</li> <li>As you discuss and come to an agreement on the school's areas of strength and challenges, document your discussion using the <a href="#">SWOT Analysis four-square document</a></li> </ol>
30 min	<p>Review the <a href="#">Transition Basics toolkit</a> to look at some of the Awareness Activities regarding each of the following topics. Surface the priorities in the below areas of Transition Basics for each team member:</p> <ol style="list-style-type: none"> <li>Family Engagement</li> <li>Evidence based instructional practices</li> <li>Agency and community partnerships, including collaboration and communication across the departments of the CBDD (or your agency)</li> <li>Adult Life Visioning and planning for age-appropriate transition assessment (AATA)</li> </ol> <p>Decide which Awareness Activities your team will be completing. You may choose to do the entire Transition Basics toolkit to make sure your entire team has similar foundational knowledge in each area. Or you may want to complete a specific topic based on your <a href="#">SWOT Analysis</a>. Remember, you can complete these Awareness Activities together or individually.</p>
20 mins	<p>Once you've discussed your priorities in the <a href="#">Transition Basics Toolkit</a>, set a schedule for completing your Awareness Activities. You can then schedule your next Core Team meeting after everyone has committed to completing the identified Awareness Activities. Be sure Core Team members bring <a href="#">their reflections and notes</a> from their Awareness Activities to your <a href="#">next Core Team meeting</a>. These will be important in setting your first goal area and supporting activities.</p>