

Sample Agenda



Schedule

7:00 - 7:10	Welcome meeting with Principal	1:30 - 1:55	Meet with School Safety Officer
7:10 - 7:40	Welcome students	1:55 - 2:15	Dismissal activities - make afternoon announcements
7:40 - 8:00	School opening - office activities with Principal	2:15 - 2:30	Break
8:00 - 10:00	Observe classes/teachers observations/teach or assist teachers	2:30 - 3:30	Meeting with teachers (CEO sharing & two-way Q&A)
10:00 - 11:00	Meet with Cafeteria Manager & staff	3:30 - 4:00	Debrief with Principal
11:00 - 12:00	Visit music/art/P.E. classes		
12:00 - 12:30	Lunch		
12:30 - 1:30	Teacher or administration planning meeting/professional development		

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IN SCHOOLS

November 3, 2023

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Sample Topics for Discussion

Questions CEOs can ask Principals:

- What are the demographics of the students you serve?
- What is your teacher evaluation process like?
- What is your biggest challenge as Principal?
- What is the biggest challenge your school faces?
- What opportunities for improvement do you have as a school?
- What are the strengths of the school?
- Does the school have an active PTA? How does it support the school?
- What support from the community does the school currently have?
- What unmet needs does the school have?
- Learn about the school's budget. How do they develop it, what are their funding sources, etc.?

Questions Principals can ask CEOs:

- What is your approach to leadership?
- Do you have a favorite leadership book?
- How do you create/sustain change as a leader in your organization?
- How do you approach tough conversations with your team as a business leader?
- How do you engage employees? Motivate staff? Any ideas on how to motivate staff with little to no funding?
- How do you decide where to invest resources?
- Ask them to share their company's values and learn how they were chosen.
- How do you measure success in your company? What factors do you not have control of that impact your goals? *(This question allows sharing that schools don't have control over getting kids to school, home life, etc.)*
- Does your company support any particular nonprofits or community initiatives?

Questions CEOs can ask Students:

- What kinds of classes are you most interested in? *(Help students identify potential career paths)*
- What is your ideal job? *(Help students understand the importance of education to achieve their goals. Share when you knew you wanted to be in the job you are today. Share the path you took to get to where you are today like trade school, college, etc.)*
- What is one thing you do every day to be successful in school?
- Do you know what a CEO does in a company? *(Share what you do in your job. Emphasize the importance of hard work, perseverance, leadership, etc.)*
- Why is reading important? *(Discuss how much reading they do daily. Talk about how reading is the foundation for success.)*
- Why is coming to school every day during the school year important?
- What is your favorite part about school? *(Share what you loved about school.)*
- What do you like most about your school? *(Foster school pride.)*
- If you could have one thing to help you in your education, what would it be? *(This could give you an idea of a need from a student's perspective.)*

Sample Activities:

- Visit classrooms with Principal
- Meet with Social Worker
- Teach a class
- Meet with Media Specialist
- Work in media center
- Meet with Cafeteria Manager
- Serve lunch and work in cafeteria
- Meet with a group of teachers
- Meet with Assistant Principals
- Assist a teacher with a class
- Meet with administrative/office staff
- Help teachers with a project
- Welcome students
- Make announcements
- Read to students
- Meet with school volunteers
- Meet with parent teacher groups
- Meet with School Safety Officer
- Meet with Custodians
- Share business experience with teachers and students
- Participate in teacher planning session
- Teach a class on problem solving to teachers
- Teach a class on problem solving to students