



ESMH LEADERSHIP TEAMING

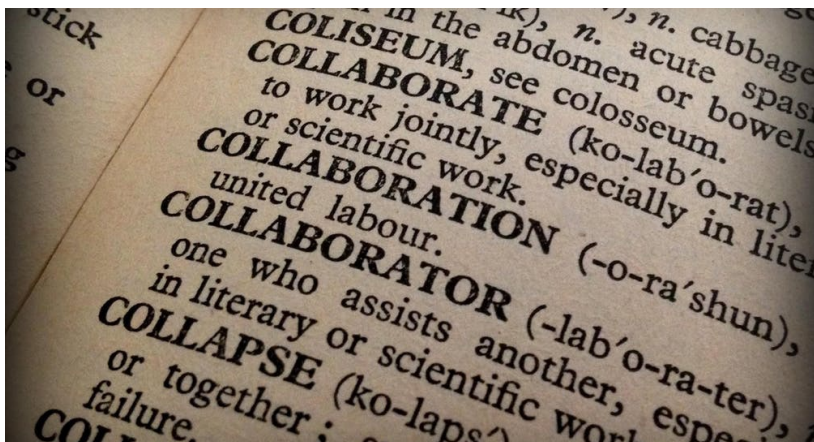


An effective leadership team is the number one contributor to effective expanded school mental health (ESMH) implementation. In effective teaming, schools, mental health providers, and strategic community partners work together to enhance student mental health in schools. ESMH is a shared responsibility, your leadership team should be developed accordingly.

Identify a coordinator to facilitate the process. Make sure there is administrative support in the school and district. After gaining administrator support, convene other key school staff: the school leadership team, school counselors, psychologist, school nurse, the student assistance team (SAT) and anyone who may be a champion at the school or district level such as the Director of Student Support Services, etc. **See WVESMH Tool Kit #2: Infrastructure.**

Invite the community to assist in planning. Involving the community will increase support and sustainability. In addition to key school personnel, involve community stakeholders including mental health and health care providers, business partners, parents, youth, potential funders, the family resource network (FRN), substance abuse coalition, and any others having an interest in promoting health, mental health and academics.

Develop an implementation plan. Establish a shared vision, short and long term goals, objectives, time frames, and a tentative budget. Clarify issues such as services to be provided, hours and days of operation; billing, collections and policy on seeing all students regardless of their ability to pay; operational and decision making process such as sharing of information, referrals, roles of school and community providers; liability, and continuous quality improvement. A clear, well-constructed implementation plan can serve as the basis for funding proposals from specific agencies, foundations, grantors or other funders with shared goals for the community.



Successful Planning requires

- regular standing meetings
- follow through
- good communication
- clarification of roles, tasks, purpose
- input from all members



STEPS TO AN EFFECTIVE LEADERSHIP TEAM MEETING

1. Set an agenda for each meeting
 - Disseminate ahead of time to the group
 - Send a meeting reminder email 1-7 days prior to the meeting
 - Stick to your agenda
 - Make a parking lot list for other meetings or items to include on the future agendas
2. Recruit a volunteer co-chair to support the leader and keep meetings on track
 - The co-chair should be heavily involved in meeting organization and agenda development
 - The co-chair should be asked to lead meetings on occasion. Alternately, you can divide up the agenda and take responsibility for lead on certain sections
3. Keep meeting minutes with a specific place for action items
 - Meeting minutes can be kept by anyone in attendance
 - Sent minutes in draft form via follow up email after the meeting
 - Assign specific individuals to each action item
 - Assign deadlines to each action item
 - Include a report out line item on the agenda, with responsible person noted, for each action item
4. Gain input from all
 - Before the end of the meeting, make sure everyone attending the meeting (include phone/video) speaks
 - Ask specifically for input/feedback on items or topics they feel are important for future meetings
 - Use this time to make notes on topics for the future agendas
5. Consider inviting “guest speakers” when you need input but not necessarily the full time attendance of a stakeholder. Make sure the topic is focused, purposeful and clearly communicated before inviting.
6. Always have the next meeting date arranged before the end of the meeting. It is too easy for people to get busy and forget about it otherwise.

Do you have tips to share? We invite your feedback at pittman6@marshall.edu