Guidance for Planning and Monitoring SLT Meetings

Checkmark ✔ indicates when the School Leadership Team (SLT) should engage in activity by month during the year. SLT meeting agendas and minutes uploaded to current year School Improvement Grant (SIG) application should align with this guidance.

Purpose of SLT Meeting	Implementation Month										
	July	Aug	Sept	Oct	Nov	Dec	Jan	Mar	Apr	May	June
1. SLT Membership & Role Review	✔	✔									
2. Functioning SLT			✔	✔	✔	✔	✔	✔	✔	✔	✔
3. Current Year SIG App Status-Substantial Approval	✔	✔									
4. Current Year SIG App Status-Final Approval				✔	✔						
5. Implementation and Monitoring of School Level Plan				✔	✔	✔	✔	✔	✔	✔	✔
6. On-going Status Checks of all active SIG Applications			✔	✔	✔	✔	✔	✔	✔	✔	✔
7. End of Year Planning									✔	✔	✔

Expanded Indicators for Purposes

1. SLT Membership & Role Review

- Confirm required SLT membership and finalize SLT meeting schedule for the year
- Review the Memorandum of Understanding (MOU) including member responsibilities and securing member agreements
- Determine and finalize communication plan, data submission and review dates, and meeting structure and protocols

2. Functioning SLT

- Maintain up-to-date viewable link to SLT meeting agendas/minutes in current year SIG application
- Meet a minimum of 3 hours per month with planned agendas and recorded minutes
  - Members are active participants representing required stakeholders and school community
  - Meeting agendas include coach comments review, celebrations related to school level plan (Sect 9 and 10), school needs assessment review, data analysis, review of implementation and monitoring map, and next steps for future meetings
- Audit implementation of activities and invoice submission from previous years' SIG applications
  - Assesses the impact of implemented evidence-based practices as identified in previous year(s) SIG applications

3. Current Year SIG Approval Status-"Substantial Approval"

- Submit Current Year SIG Application for "Substantial Approval"
  - Review "Substantial Approval" checklist before submission

4. Current Year SIG Application Status-"Final Approval"

- Submit Current Year SIG Application for "Final Approval"
  - Review "Final Approval" checklist before submission
  - Review "Budget" checklist before submission
  - Review "Related Documents" and "Required Documents" checklists before submission

5. Implementation and Monitoring of School Improvement (SI) Plan

- Maintain viewable link in current SIG App of up-to-date Implementation & Monitoring (I & M) Map
- Review invoices for reimbursement on regular basis
- Review implementation of planned evidence-based practices/strategies and professional development
  - Participate in Professional Development (PD)- trainings, workshops, and conferences included in school level plan (Sect 9 and 10)
  - Integrate and implements "new" learnings from PD
    - Assess the impact of PD on addressing identified areas of need and meeting student growth/achievement outcomes
- Review and update school level plan (Sect 9 and 10) on a regular basis

6. On-going Status Checks of All Active SIG Applications

- Review current year SIG application approval status
- Review previous year(s) SIG application approval status

7. End of Year Planning

- Assess the impact of implemented evidence-based practices identified in school level plan (Sect 9 and 10)
  - Audit of current year's SIG application and previous years' SIG applications
- Plan and budget activities in SIG application for June, July, August
- Create "Start Up" plan for next school year
- Complete and submit CSI Exit Plan (if applicable)