School Leadership Team (SLT) Meeting Templates

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This document will assist District Implementation Teams in supporting School Leadership Teams to establishing effective team meeting structures.

Operating Procedures Template

Date:

School Coach(es):

Team Member(s):

Meeting schedule (date, time, location): (list schedule below)

Team Purpose: (adjust to reflect team wording if necessary)

School Leadership Team meets to focus on the following:

- Build and maintain an implementation infrastructure to support staff in their use of innovations like an integrated behavior and reading MTSS framework
- Engage in data analysis and problem-solving
- Create action plans based on data and needs generated following team meetings
- Ensure communication amongst the different groups / teams across within the school and to the district
- Ensure meaningful participation from multiple and diverse perspectives of staff, students, and families

Team Representation:

Outline which role and/or groups of staff each team member represents in the table below. (select roles/groups from the list below)

- Administrator with decision-making authority
- School Leadership Team coach
- General team members with diverse and representative perspectives from both internal and external stakeholder groups
    - Individuals with behavioral expertise and knowledge of academic patterns
    - General/special ed
    - Instructional and non-instructional
    - Grade level, department, and content areas (e.g., K-12, behavior, reading, math)
    - Family, community, and student representative

Table 1. Team Representation

Name	Role(s)/Group(s) Represented

Decision-Making Protocol: Determine how decisions will be made by the School Leadership Team during SLT meetings. Consider the common levels of decision-making authority for each type of decision that the team may need to make.

Common Levels of Decision-Making:

- An (individual) or (group/team) with greater authority than this group's
- A (single administrator)
- An (administrator), taking the team's input
- A (team) through vote

Table 2. SLT Decision-Making Protocol

Decision Type	Decision-Making Protocol
School policy and / or structural decisions	School-Level: principal with input
Decisions for new resource allocations	Executive team (cabinet) unless the principal can use building-specific budget to allocate new resources
Decisions for re-prioritizing and / or re-adjusting existing resource allocations	Executive team (cabinet) if the re-prioritizing impacts other schools within the district. If not, the principal, taking input can make these decisions

Team Member Roles:

Table 3. School Leadership Team Member Roles

Roles	Name	Email and Phone Number
Primary Facilitator		
Back-up Facilitator		
Primary Recorder		
Back-up Recorder		
Primary Time Keeper		
Back-up Time Keeper		
Primary Data Analyst		
Back-up Data Analyst		

Team Agreements/Norms:

Record your team's 3-5 agreed upon norms.

SLT Agenda and Pre-Meeting Sheet:

An agenda template and pre-meeting sheet template are used by the SLT to develop monthly meeting agendas. Ensure the agenda template includes the standing agenda topics listed in the template provided and the pre-meeting sheet is aligned to the agenda. Include the team's agenda template and pre-meeting sheet template [insert links].

SLT Communication Plan

A communication plan is a written document which outlines the protocols for communicating with internal/external stakeholder groups. Once developed, the plan should be shared with and accessible to all groups (in a shared location for groups / teams, and other individuals who are identified in this document to easily access, read, and ask questions for clarification). Include the team's communication plan [insert link to completed plan].

MTSS Implementation Plan Decisions:

Record the SLT's decisions for the development and use of the MTSS Implementation Plan. Include specifics about how it will be drafted, monitored, and integrated into the district and school improvement process. Include the MTSS Implementation Plan [insert link].

SLT Document Storage:

Record details regarding how SLT documents will be organized and stored.

Location:

Individual(s) Responsible for Maintaining:

Folder Organization:

MTSS Assessment System and Data Coordination Decisions:

Assessment information and important decisions, including individuals identified to support district data coordination, are documented in the District MTSS Assessment System [insert link].

Agenda and Minutes Template

School Leadership Team Meeting Agenda & Notes

Date:

Time:

Location:

Participants:

Roles & Responsibilities:

- Facilitator:
- Recorder (notes action items in different color for easy review):
- Time-keeper:
- Data Analyst:

Team Meeting Norms:

- Record your team's 3-5 agreed upon norms

Review Agenda and Action Items (10 minutes)

Desired Outcome: All team members review the plan for the day and have an opportunity to follow-up on the status of any action items.

- Review Agenda, Roles and Norms
- Review Status of Action Items from previous implementation team meetings [link MTSS Implementation Plan] and plan for next steps

Decisions and Important Details:

-

Professional Learning Preparation (_ minutes)

Desired Outcome: Review for team members upcoming professional learning session (topic, intended audience, data, session description) and ensure needs of team members are met in preparation for the upcoming professional learning

- [Add professional learning session details]

Decisions and Important Details:

-

Implementation Challenges (_ minutes)

Desired Outcome: Clearly describe implementation barriers experienced by the school and ensure implementation barriers are appropriately communicated and sent to the individual(s) that have the appropriate decision-making authority to address.

- Review and Communicate Barriers [link barrier log]

Decisions and Important Details:

-

Data Collection and Use (_ minutes)

Desired Outcome: Use of a district-wide assessment system that includes critical decisions regarding the collection, analysis and use of data for continuous improvement. Analyze and use school-wide data to inform implementation planning and supports.

- District MTSS Assessment System [insert link]
- Data Analysis and Use
  - SLT Installation Checklists
  - School-wide, non-classroom and classroom behavioral data (e.g., SWIS)
  - Reading specific data (e.g. program fidelity data, outcome data)
  - Intervention access and effectiveness data

Decisions and Important Details:

-

Communication From (_ minutes)

Desired Outcome: Information gathered from other internal / external groups (e.g., DIT, other school teams, staff, etc.) that might impact the SLT in their planning or prioritization of the work.

Decisions and Important Details:

-

Communication To (_ minutes)

Desired Outcomes: Identify groups/teams that need know information from today's meeting. The Communication Plan [insert link] will guide the SLT in planning necessary communication.

Ensure critical information to communicate is documented in bullet points for each team or individual. SLT designees responsible for communication to groups/teams or individuals will access the bullet points and communicate the information in the most appropriate format.

Decisions and Important Details:

- Absent Team Members
- Executive Leadership
- Administrative Team
- Other groups/teams

Meeting Wrap-Up (15 minutes)

Desired Outcome: Team is organized for the next meeting.

- Confirm action items are known to all members that have been assigned action
- Add any agenda topics known at this time to the Google SLT Pre-Meeting Sheet
- Next SLT Meeting: (add date)

Decisions and Important Details:

-

Deepening Knowledge (_ minutes)

Desired Outcome: Increase the team's understanding of how to install and implement components of an MTSS framework.

- [Add a slice of learning for the SLT]

Decisions and Important Details:

-

Communication Plan Template

Table 5. Communication Plan Template

School Groups/Teams	Information School Groups/Teams gather to send to SLT	SLT Information to Disseminate	Designees	Timeline	Method (e.g., written)
Insert school team	Team inserts information they will gather	SLT information they will disseminate following meetings and/or receipt of communication from the school team	School team designee: SLT designee:	Insert number of days for when communication will be provided following meetings	Insert
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