



# School Leadership Team (SLT) Operating Procedures

This document will assist School Leadership Teams with information and considerations for establishing and maintaining effective team meeting structures.

**Author:** Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI)

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Included in this document:

- SLT Operating Procedures Checklist
- SLT Information for Effective Team Organization
- Communication Plan Template
- MTSS Implementation Plan Decisions
- Data Coordination Designees

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## SLT Operating Procedures Checklist

**Directions:** Review the items below to determine if your team is organized for success

**Table 1. Organizing Your Team for Success**

Items for Team Review	Criteria
Meeting schedule for the year	<input type="checkbox"/> Dates <input type="checkbox"/> Start and End times <input type="checkbox"/> Location
Decision Making Protocol	<input type="checkbox"/> Is defined (Table 4)
Meeting Roles Are Defined	<input type="checkbox"/> Members identified (Table 2) <input type="checkbox"/> Roles selected (Table 3)
Purpose of Team is Defined	<input type="checkbox"/> Yes
Team Norms	<input type="checkbox"/> Norms are defined
Meeting minute form / template prompts documentation of the following	<input type="checkbox"/> Date <input type="checkbox"/> Roles <input type="checkbox"/> Time <input type="checkbox"/> Location <input type="checkbox"/> Date of Next Meeting <input type="checkbox"/> Deepening Knowledge <input type="checkbox"/> Professional learning preparation <input type="checkbox"/> Assessment / data system coordination <input type="checkbox"/> Communication To (groups / teams and other stakeholders on the communication plan and includes responses to implementation barriers) <input type="checkbox"/> Communication From (groups / teams and includes implementation barriers) <input type="checkbox"/> Meeting Wrap-up
SLT Documents / Processes Storage	<input type="checkbox"/> Location has been determined
Pre-meeting sheet tab for logging barriers	<input type="checkbox"/> A tab for logging barriers is created
Communication Plan between identified school groups / teams and the SLT that includes the following	<input type="checkbox"/> Documents the relevant school groups / teams <input type="checkbox"/> Information (Need to Knows) that each school group / team gathers at the end of meetings to send to the SLT <input type="checkbox"/> Information (Need to Knows) that SLT needs to disseminate to each school

Items for Team Review	Criteria
	<p>group / team in response to their own meetings and / or in response to information just sent from team meetings</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Designees</li> <li><input type="checkbox"/> Agreed upon timeline for communication</li> <li><input type="checkbox"/> Agreed upon format for communication (e.g., written)</li> </ul>
School MTSS Implementation Plan	<input type="checkbox"/> Decisions outlined (Table 6)
Data Coordination Designees	<input type="checkbox"/> Designees selected (Table 7)



**School:**

**School Coach:**

**Date:**

**Phone Number:**

**Meeting Schedule (date, time, location) listed 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 Effective Innovations (EIs)
- 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 within the school and across the district

**Team Membership:**

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

**Key Roles:**

- Administrator
- Coach
- Individuals with behavioral expertise
- Individuals with knowledge of academic patterns
- Representation (e.g. lower/upper grades, departments, general/special ed)
- Family Member
- Student (High Schools ONLY)

**Table 2. Team Membership and Roles**

Name	Role(s)/Group(s) Represented

**Table 3. School Leadership Team Meeting Roles\***

<b>Roles</b>	<b>Name</b>	<b>Phone Number</b>
Primary Facilitator	Insert name of individual selected for role	Insert phone number
Back-up Facilitator	Insert name of individual selected for role	Insert phone number
Primary Recorder	Insert name of individual selected for role	Insert phone number
Back-up Recorder	Insert name of individual selected for role	Insert phone number
Primary Time Keeper	Insert name of individual selected for role	Insert phone number
Back-up Time Keeper	Insert name of individual selected for role	Insert phone number
Primary Data Analyst	Insert name of individual selected for role	Insert phone number
Back-up Data Analyst	Insert name of individual selected for role	Insert phone number

**\*Note: If team members choose to rotate roles then place “rotate” in the name column; however, that should only occur if team members are all skilled in the specific role(s) and have a desire to eventually fulfill the particular role.**

**Team Agreements/ Norms:**

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

**Decision-Making Protocol:** Determine how decisions will be made to address the three most common implementation challenges listed in the table below.

**Common Levels of Decision-Making Authority:** (select the appropriate level of decision-making authority for the three common implementation challenges in the table below. Based on what you selected, replace the parenthesis with correct information relevant for your Region.)

- A (single administrator) at the central office level
- An (individual) or (group/team) at the central office level with greater authority than this group's
- A (school administrator)
- (An administrator), taking the (team's) input
- A (team) by consensus
- A (team) through vote
- A subgroup of the (team) unilaterally
- (Team members) selecting from a menu of options

**Table 4. Decision-Making Protocol for Addressing Common Implementation Challenges**

Implementation Challenges	Decision-making Authority
Policy and / or structural decisions	Insert the level selected from above
Decisions for new resource allocations	Insert the level selected from above
Decisions for re-prioritizing and / or re-adjusting existing resource allocations	Insert the level selected from above
Other?	Insert the level selected from above

**Table 5. Communication Plan Template Between the SLT School Groups / Teams**

School Groups / Teams	Information School Groups / Teams gather to send to SLT	SLT Information to Disseminate	Designees	Timeline	Method (e.g., written)
Insert	Team inserts	SLT	School team	Insert number	Insert

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

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School Groups / Teams	Information School Groups / Teams gather to send to SLT	SLT Information to Disseminate	Designees	Timeline	Method (e.g., written)
	gather	following meetings and / or receipt of communication from the school team	designee:	will be provided following meetings	

**Table 6. School MTSS Implementation Plan Decisions**

Implementation Plan Considerations	DIT Decision
Person responsible for developing the first draft of the MTSS Implementation Plan	Insert decision made
Template or format your team will use	Insert decision made
Process for how other SLT members will have an opportunity to review the plan and provide feedback	Insert decision made
Person primarily responsible for documenting MTSS Implementation Plan activity completion	Insert decision made
Person responsible for integrating the MTSS Implementation Plan components into the school improvement planning process	Insert decision made



**Table 3. Data Coordination Designees\* and Information**

<b>Data Coordinators</b>	<b>Designee Name</b>	<b>E-Mail</b>
<b>School-wide Information System (SWIS) Facilitator</b> (endorsed by University of Oregon). Identified September of the next school year.	Insert designee's name	Insert designee's email address
<b>PBIS Assessment Coordinator</b> (endorsed by University of Oregon). Identified September of the next school year.	Insert designee's name	Insert designee's email address
<b>Early Warning System (EWS) Coordinator</b> (endorsed by MIBLSI). Identified February of the next school year if any secondary schools are in the first cohort	Insert designee's name	Insert designee's email address
<b>Student Risk Screening Scale (SRSS) Coordinator</b> (endorsed by MIBLSI). Identified December of the next school year.	Insert designee's name	Insert designee's email address
<b>R-TFI Facilitator Elementary and Secondary</b> (endorsed by MIBLSI).	Insert designee's name	Insert designee's email address
<b>Acadience Reading Mentor</b> (endorsed by Dynamic Measurement Group). Identified January of the next school year.	Insert designee's name	Insert designee's email address

**\*To be identified with the assistance of your assigned MIBLSI Data Coordinator and Implementation Specialist**