

## **School Leadership Team Meeting Agenda**

This document provides an example of a School Leadership Team Meeting Agenda for the month prior to a benchmark assessment window.

### **School Leadership Team Meeting Agenda**

#### **Review Meeting Agenda (3 minutes)**

##### *Intended Outcome:*

SLT members review the plan for the meeting and have an opportunity to add any additional agenda items as needed.

##### *Decisions & Important Details:*

#### **Upcoming Winter Acadience Reading Data Collection (12 minutes)**

- Review School-wide Reading Assessment Plan
- Plan for reviewing administration and scoring rules within individuals responsible for collecting universal screening data
- Scheduling rotating substitutes for data collection days, if needed
- Organizing materials for assessment (e.g., distributing booklets, timers, booklets for new students)
- Communication to staff regarding when and how data will be collected

##### *Intended Outcome:*

SLT has a plan for supporting upcoming universal screening data collection.

##### *Decisions & Important Details:*

#### **Review MTSS Implementation Plan (10 minutes)**

- Update status of activities in the plan (include date for status update).
- Identify any barriers related to implementation that need to be addressed by the DIT.

*Intended Outcome:*

MTSS Implementation plan is updated and any barriers are identified and communicated to the DIT.

*Decisions & Important Details:*

**Review SWIS Data (20 minutes)**

- Create a summary of current status relative to discipline referrals.
- Determine if there is a need for drill down for a precise problem statement or if you are following up from previous precise problem statements.

*Intended Outcome:*

SLT understands current student outcome data related to behavior and determines if SWIS drilldown is needed to develop an action plan related to a precise problem statement or if team is following up from a previous precise problem statement.

*Decisions & Important Details:*

**Status Update (10 minutes)**

- Develop status update for reading and behavior data and activities from MTSS implementation plan.
- Share a status update with staff.

*Intended Outcome:*

SLT develops a status update to share with staff.

*Decisions & Important Details:*

Based on today's conversation, are there any implementation challenges to list and describe for district leadership to begin to address:

- Policy or structural decisions:
- New resource allocation:
- Re-prioritizing and/or adjusting resources:

Based on today's conversation, what needs to be communicated out to the following groups:

- Staff:
- Students:
- Families:

**Meeting Wrap Up (5 minutes)**

Confirm action items are known to all members that have been assigned actions.

*Intended Outcome:*

SLT is organized for the next meeting and knows what is to be done in between meetings.

*Decisions & Important Details:*

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