

School Leadership Team Toolkit

Checklist

To ensure that SLT meetings are in compliance with Chancellor's Regulation A-655, the checklist is designed to provide a reminder of the necessary items and communication tools that are to be made available to your team and your school community.

School Leadership Team Checklist

The following checklist is designed to assist with identifying fundamental aspects of a well-functioning SLT, and promoting good meeting practices.

What you should have at every meeting:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Meeting Notifications <ol style="list-style-type: none"> a. Meeting Calendar posted in a central location b. Monthly notice (School-wide distribution) <ol style="list-style-type: none"> i. Email ii. Mailed iii. backpacked
<input type="checkbox"/>	2. Meeting Agenda
<input type="checkbox"/>	3. Minutes <ol style="list-style-type: none"> a. Approved copy of minutes from previous SLT meeting b. Copy of minutes translated for non-English speakers – if possible
<input type="checkbox"/>	4. Current By-laws
<input type="checkbox"/>	5. Translators for non-English speakers – if requested

What should be made available to School Community:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. SLT Materials Publicized Prominently (i.e. Bulletin Board) <ol style="list-style-type: none"> a. Meeting Notices to the School Community b. Agendas c. Approved Minutes
<input type="checkbox"/>	2. Attendance Records Demonstrating Team balance – i.e., an equal number of parents and staff
<input type="checkbox"/>	3. Translated Materials to meet the needs of non-English proficient parents <ol style="list-style-type: none"> a. Meeting Notices b. Approved Minutes
<input type="checkbox"/>	4. Current By-laws
<input type="checkbox"/>	a. Meetings are Open to Members of the School Community who are not on the SLT. Opportunity to Address Concerns of the Community in accord with current bylaws

What should be the focus of the SLT:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Minutes reflect that members are aware of the educational issues subject to shared decision-making, such as... <ol style="list-style-type: none"> a. Student Achievement b. Educational Programs c. Other (site examples)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Minutes reflect <ol style="list-style-type: none"> a. Educational issues discussed at meetings. b. Participation of all members in decisions made. c. Participation of wider school community <ol style="list-style-type: none"> i. Committees ii. Observers

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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>3. Minutes reflect use of data.</p> <ul style="list-style-type: none"> a. Student Portfolios b. Inquiry Investigations c. Periodic Assessments d. Community Resource Data (optional) e. Other (site examples)
<input type="checkbox"/>	<p>4. Minutes reflect the means and standards used to evaluate improvement of student achievement based on data, (site examples)</p>
<input type="checkbox"/>	<p>5. Minutes reflect that the school budget is aligned with CEP goals and priorities</p>
<input type="checkbox"/>	<p>6. Minutes reflect alignment of Title 1 Parent Involvement set-aside (1-5%) with the consultation of Title 1 Parents and the CEP Parent Involvement Policy.</p>
<input type="checkbox"/>	<p>7. Minutes reflect disputes are resolved in a manner consistent with the dispute resolution process found in the Team's Bylaws.</p>

Notes
