

SYRACUSE CITY SCHOOL DISTRICT

Office of Teaching and Learning
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Sharon L. Contreras
 Superintendent of Schools

<p>Date: Insert Date Here Time: Insert Meeting Time Here Location: Insert Meeting Location Here</p>		
<p>Topic: ALT – SCEP/SIG Progress Monitoring</p>	<p>Attendees: Insert Attendees or Group Name Facilitator: Insert Facilitators Name Recorder: Insert Recorders Name Timekeeper: Insert Timekeepers Name Other Role(s): Use if there are other roles</p>	
<p>Meeting Objectives:</p> <ul style="list-style-type: none"> • examine to improve critical individual and school-wide practices as defined in the SCEP • Insert Meeting Objectives, one per bullet point 		
<p>To prepare for this meeting, please:</p> <ul style="list-style-type: none"> • Insert preparation instructions, one per bullet point 		
<p>Materials we will use at the meeting:</p> <ul style="list-style-type: none"> • Insert names of documents & other resources to be used in meeting, one per bullet point 		
<p>Schedule [Insert total number of minutes]</p>		
Time	Minutes	Activity
X:XX – X:XX	X	Welcome: Review school mission/vision, norms, meeting objectives and agenda
X:XX – X:XX	X	Guiding Question: Are we all on the same page? <ul style="list-style-type: none"> • Revisit: Review student learning goals outlined in School Improvement Plan (SIG or SCEP) • Recap: Review activities and feedback from last meeting
X:XX – X:XX	X	Guiding Question: Are we doing what we said we'd do? <ul style="list-style-type: none"> • Review Efforts: Professional Development Plan, Common Planning Time, Observation and Feedback, Data Analysis Meetings
X:XX – X:XX	X	Guiding Questions: Are our students learning more? <ul style="list-style-type: none"> • Data Deep Dive: Shift from effort to impact
X:XX – X:XX	X	Guiding Question: Where do we go from here? <ul style="list-style-type: none"> • What can we celebrate? What adjustments need to be made? • Identify Next Steps: Agree on what participants will do after this meeting
X:XX – X:XX	X	Review Meeting: Meeting Wise Checklist

Statement of Practice 2.2: The school leader ensures that the school community shares the SMART goals/mission and long-term vision inclusive of core values that address the priorities outlined in the SCEP.

- a) The SMART goals/mission and long-term vision are created and supported by staff, families, and students and are uniformly seen, heard, and known across the entire school community and affiliated partnerships.
- b) The school leader champions the implementation of a data-driven mission for student achievement and well-being and holds the school community of stakeholders accountable for working to realize the long-term vision and the school priorities as outlined in the SCEP and other school improvement documents.
- c) The school leader and community stakeholders regularly monitor and evaluate progress toward attainment of SMART goals and priorities in the SCEP that are aligned to the long-term vision, making adjustments when goals are not achieved, improvements are needed, and priorities become misaligned.

Statement of Practice 2.5: Leaders effectively use evidence-based systems and structures to examine to improve critical individual and school-wide practices as defined in the SCEP

- b) The school leader, in collaboration with the school community, monitors and revises evidence-based systems that address practices used by staff members connected to improvement areas in the SCEP.