

1003(g) School Improvement Grant (SIG) Cohort 4
Progress Reporting/Update Meeting
AGENDA – *Date – Time*

Purpose

The purpose of this meeting is to review the progress of 2013-14 SIG cohort 4 projects and to provide an opportunity to address additional questions and concerns from the district.

Attendees

School Turnaround Office: Bill Clarke, Owen Donovan, *District Liaison*, STO team

District Attendees: _____ (*Superintendent*),
_____ (*Grant Administrator*),
List other members of district to attend

District Name:

School Name(s):

| Time | Topic | Who |
|-------------------|---|---|
| <i>9:30-9:35</i> | Welcome and Introductions | Owen Donovan |
| <i>9:35-9:50</i> | <u>SIG Cohort 4 – Progress Report 1 - Implementation Phase</u> <ul style="list-style-type: none">• LEA Project Leads will be asked to spend 5 to 7 minutes discussing the following for each school, highlighting the areas of strength and the challenges encountered.<ol style="list-style-type: none">1. Key Metrics2. Project Plan Implementation3. Budget and Spending• Other issues/needs• Questions from <i>District Name</i> | <i>District Name</i> Questions/discussion with NYSED |
| <i>9:50-9:55</i> | Additional Updates from NYSED Additional Questions / Needs from <i>District Name</i> | NYSED STO <i>District - ALL</i> |
| <i>9:55-10:00</i> | Identify any Follow-ups or Next Steps | ALL |

| Follow-up Actions or Next Steps | Who | By When |
|---------------------------------|-----|---------|
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The next written progress report (form and format to follow) will be due December 9, 2013.
The next review call will be scheduled for the week of December 16, 2013.