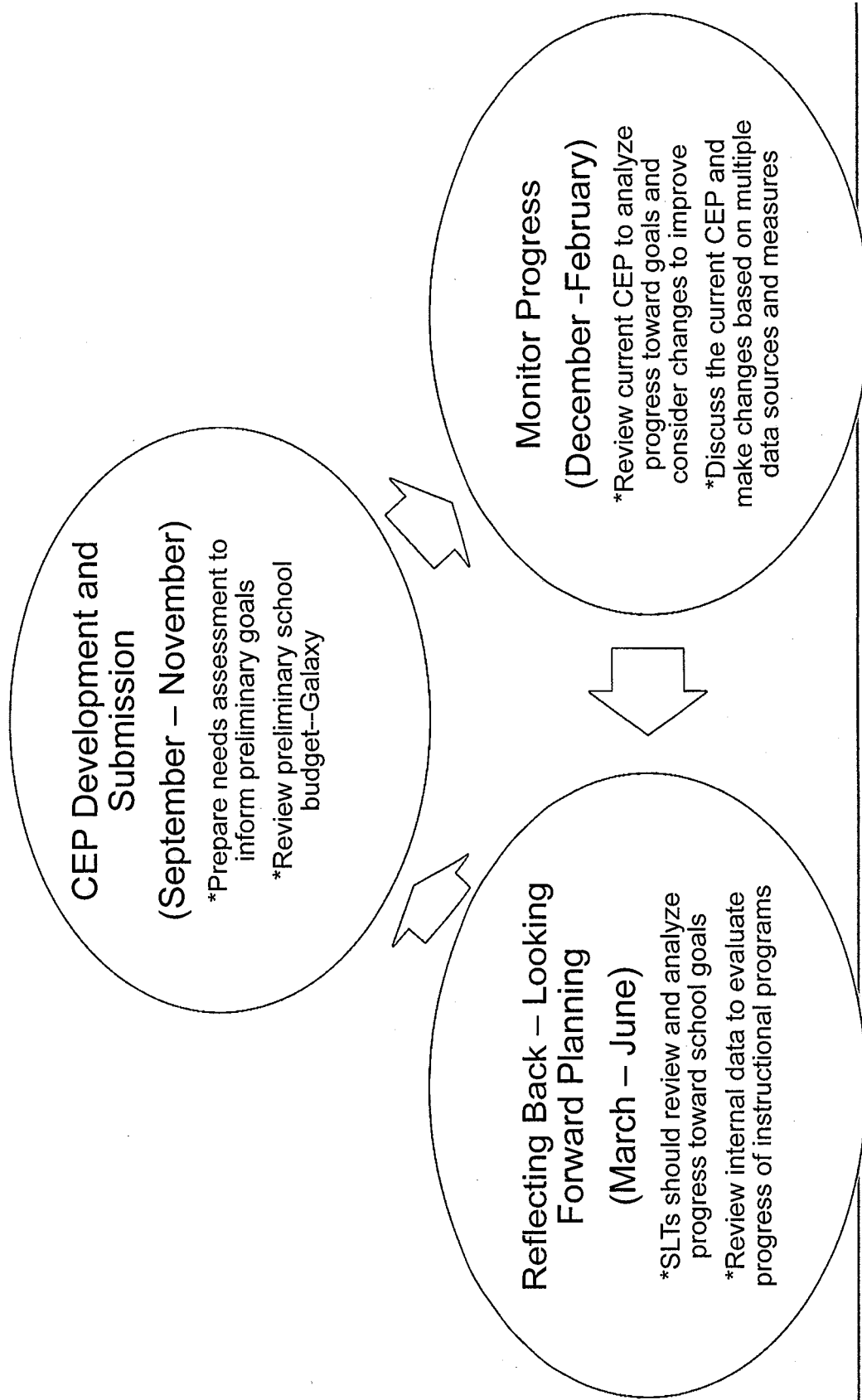


## School Leadership Team (SLT) Assessment

*Check off the box next to each statement that is true of your school's SLT.*

- There is an agenda for the current meeting on hand.
- The meeting notification and agenda were publicized.
- The approved minutes for each past meeting are available for review.
- By-laws are revised yearly and available for review.
- There is a public bulletin board with SLT meeting notices/agenda/minutes.
- Attendance records are kept.
- The SLT has the proper team composition (50% parents and 50% staff).
- Meeting notices, agendas and minutes are translated for those who do not read English and translation services are provided at meetings when necessary.
- Meetings are open to observers.
- Non-members participate in team meeting discussions.
- The minutes reflect the involvement of all members in the decisions made.
- By-laws address the accountability for decision-making of the SLT to the school community.
- By-laws address the dispute resolution process used by the team.
- The current comprehensive educational plan (CEP) is discussed, reviewed and/or revised throughout the school year.
- The Galaxy budget is given to team members and discussed when necessary.
- The SLT discusses data (inquiry investigations, periodic assessments, standardized tests, etc) and uses it to develop and monitor the action plan.
- The SLT meets regularly and dates and times of meetings are set for the year.
- The SLT reviews the current CEP in the spring to consider revisions to improve the CEP for the following school year.

# Comprehensive Education Plan – 3 Phase Process



## Developing the CEP: Menu of Data Tools

- Surveys from parents/teachers/students
- Informal and formal assessments
- School-designed assessments
- Teacher-created assessments
- Portfolio review
- Narrative reports
- Needs assessment
- Performance assessment
- MOSLs
- Visits from service providers
- Site visits to other schools
- Instructional rounds
- Parent teacher conferences
- Parent/family meetings
- Parent/family workshops
- Letters home
- Newsletters
- School website
- School listserv
- Word of mouth
- Curriculum night
- Open school week
- Publishing parties
- Writing celebrations
- Family math nights
- Attendance data
- Enrollment data
- NYS test data
- NYS school report card
- NYC DOE progress report
- School quality review
- Learning environment survey
- SLT Bylaws
- Chancellor's regulations
- Review of current CEP
- Review of current DCEP
- Galaxy allocation budget—preliminary or current
- Parent/family involvement plan
- OTHER:

**CEP Needs Assessment & Goal Priorities**

**1. How would you evaluate your school's instructional programs?**

What has been working?

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What needs to be developed further or strengthened?

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What is missing to support your school's initiatives?

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**2. What structures would you put in place to evaluate programs throughout the year?**

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School Leadership Teams

**3. Review preliminary goals from May/June 8**

How are these goals & objectives included in the current school year's CEP?

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**Identify Preliminary Priorities**

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How are decisions made regarding which educational issues become priorities?

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**4. Align with District CEP Goals - Review**

How do your school goals align with DCEP goals?

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