

# LEA or School Team Member's Checklist

Team Member's Checklist - Preparation	
<b>Task</b>	Review all materials received from the facilitator.
<b>Due Date</b>	<b>Date Completed</b>
<b>Follow-up Notes/Tasks</b>	
<b>Task</b>	Attend team meeting and ask any questions to be sure the process is clear.
<b>Due Date</b>	<b>Date Completed</b>
<b>Follow-up Notes/Tasks</b>	
<b>Task</b>	Re-read the sections of the self-study guide addressing the collecting and evaluating of research and the ESSA Levels of Evidence. Conduct a review of research to identify a school improvement intervention to be considered for recommendation by the team. Complete the <i>LEA or School Scoring Template</i> , using the <i>LEA or School Scoring Guide</i> as an example, and submit the completed template to the facilitator by the established deadline.
<b>Due Date</b>	<b>Date Completed</b>
<b>Follow-up Notes/Tasks</b>	

<b>Task</b>	Rate the strategies and interventions on the completed <i>LEA or School Scoring Templates</i> (received from the facilitator) according to the rating on the template. Complete the <i>LEA or School Scoring Guide</i> after reviewing the research and information provided for each intervention. Use the guiding questions to help make decisions.
<b>Due Date</b>	<b>Date Completed</b>
<b>Follow-up Notes/Tasks</b>	

<b>Team Member's Checklist - Discussion</b>	
<b>Task</b>	Participate in the discussion regarding first vote. Reconsider the first rating based on discussion.
<b>Due Date</b>	<b>Date Completed</b>
<b>Follow-up Notes/Tasks</b>	
<b>Task</b>	Participate in second team vote if consensus is not reached initially.
<b>Due Date</b>	<b>Date Completed</b>
<b>Follow-up Notes/Tasks</b>	

<b>Task</b>	Participate in additional discussion of voting results.	
	<b>Due Date</b>	<b>Date Completed</b>
<b>Follow-up Notes/Tasks</b>		

**Team Member's Checklist - Planning**

<b>Task</b>	Participate in discussion regarding priorities, resources, and anticipated challenges.	
	<b>Due Date</b>	<b>Date Completed</b>
<b>Follow-up Notes/Tasks</b>		

<b>Task</b>	Record any assigned responsibilities and mark calendar to complete tasks by established deadlines.	
	<b>Due Date</b>	<b>Date Completed</b>
<b>Follow-up Notes/Tasks</b>		

<b>Task</b>	Attend any future meetings as scheduled by the facilitator.	
	<b>Due Date</b>	<b>Date Completed</b>
<b>Follow-up Notes/Tasks</b>		