

SEA Facilitator's Checklist

Facilitator's Checklist - Preparation	
Task	Review materials for self-study process and gather all pertinent data and evidence pertaining to the strategies and interventions.
Due Date	Date Completed
Follow-up Notes/Tasks	
Task	Distribute a blank <i>SEA Scoring Template</i> , <i>SEA Scoring Guide</i> , <i>Appendix A</i> , and <i>Appendix B</i> , as well as any other relevant data or evidence to each team member. Provide a timeline for team members to review the materials.
Due Date	Date Completed
Follow-up Notes/Tasks	
Task	Conduct a short meeting after team members have reviewed the documents to discuss any questions.
Due Date	Date Completed
Follow-up Notes/Tasks	

Task	Ask each member to re-read the sections of the self-study guide addressing the collecting and evaluating of research and the ESSA Levels of Evidence. Request team members to review research pertinent to an area related to school improvement to identify a specific evidence-based intervention for consideration by the self-study team. Instruct team members to complete the <i>SEA Scoring Template</i> for the intervention selected.
Due Date	Date Completed

Follow-up Notes/Tasks	

Task	Establish a deadline for completion and submission of the <i>SEA Scoring Templates</i> and communicate that to the team.
Due Date	Date Completed

Follow-up Notes/Tasks	

Task	Distribute the completed <i>SEA Scoring Templates</i> to all team members and ask them to rate the strategies and interventions according to the scale on the template and to complete the <i>SEA Scoring Guide</i> .
Due Date	Date Completed

Follow-up Notes/Tasks	

Facilitator's Checklist - Discussion

Task

Conduct the first team vote in an effort to reach consensus on the ratings.

Due Date

Date Completed

Follow-up Notes/Tasks

Task

Guide the team discussion regarding first vote including the rationale for decisions of team members.

Due Date

Date Completed

Follow-up Notes/Tasks

Task

Facilitate second team vote if consensus is not reached initially.

Due Date

Date Completed

Follow-up Notes/Tasks

Task	Guide any discussion and record results of voting, any team thoughts, comments or concerns, on the <i>SEA Voting and Consensus Rating Form</i> .
Due Date	Date Completed
Follow-up Notes/Tasks	

Facilitator's Checklist - Planning	
Task	Lead team discussion regarding priorities, resources, and anticipated challenges and record thoughts of the team on the <i>SEA Planning Form</i> .
Due Date	Date Completed
Follow-up Notes/Tasks	
Task	Mark calendar to complete tasks by established deadlines.
Due Date	Date Completed
Follow-up Notes/Tasks	

Task	Schedule future meetings to assess progress.	
	Due Date	Date Completed
Follow-up Notes/Tasks		