

Essential Components: Efficient and Effective Meetings

- Team is composed of essential stakeholders (School administrator is key to success)
- Establish a specific time to meet and meet frequently.
- Meeting is structured (i.e., Follow script and assign roles)
- Decisions are made based on data utilizing valid, reliable tools
- Use technology to:
 - Collect and easily access student information
 - Show student data to the whole team at once
 - Make the plan-creation process transparent and clear
 - Create calendar (Including timeline for executing and revisiting student intervention plan)
 - Document changes to process, etc.
- Encourage involvement from stakeholders (parents, students, community partners)
- Build capacity



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NCSI Website.