

21st Century Community Learning Centers Guidance for Mid-Year Management Team Meeting

Purpose:

The purpose of the Mid-Year Management Team meeting is to review the results of the self-assessment and progress towards the goal outlined in your CIP action plan. If you are a first year program, you would not yet have an action plan. All programs may also wish to review their attendance goals and progress in achieving those. This mid-year meeting allows programs to make changes and improve based on data, instead of waiting until the fall CIP meeting.

The mid-year management team meeting should be held by January 31st and must include the building principal.

Potential Questions to Ask:

What were the strengths on the self-assessment?

What are areas to potentially improve? Could we take steps to improve those areas from now until the end of the year?

Are we on track to meet the goal set forth in our CIP improvement plan?

If no, what needs to happen to get back on track?

Are we on track to meet our attendance goals?

If no, what can we do to meet them?

Finally—do we need any additional support(s) from NDE or community partners?

Documentation

Document the meeting minutes as you would your other management team meetings. There is not a requirement to upload to the evaluation team nor to the NDE management team.