Leadership Team Meeting Foundations Checklist (LT-MFC)

The Leadership Team Meeting Foundations Checklist (LT-MFC) is a progress monitoring tool for a team to use as a guide for implementing and sustaining meeting foundation best-practices. It may be considered a measure of teaming effectiveness as referenced in the MLT Self-Assessment (MLT-SA) and Building Leadership Team Self-Assessment (BLT-SA). Each of the 10 items is defined with an accompanying data source and scoring criteria to use as a guide for scoring the level of item implementation: full (2), partial (1), or not started (0). Completing the LT-MFC provides the team a form for reviewing the functioning and health of the team, and guides the team toward improving implementation of meeting foundations. The checklist points are converted to percentage of implementation across the 10 items.

Directions:

Plan 5-10 minutes at the end of the meeting to complete the LT-MFC. Ideally, the team would have a facilitated discussion with their MTSS specialists and/or Implementation Consultants (ICs) to complete the checklist, item-by-item. The team agrees on the score of a 0, 1, or 2 for each item and records the points associated with each item on the checklist.

Item	Meeting Foundation	Data Source	Scoring Criterion 2	Scoring Criterion 1	Scoring Criterion 0	Meeting Dates		
1. Team roles (e.g., facilitator, minute taker, and data analyst) were established along with responsibilities for each role.	*Roles & Responsibilities*	•Meeting minutes •Documentation of roles & responsibilities	Team roles were established and responsibilities were completed for EVERY team role	Some team roles were established, or responsibilities were completed for SOME team roles	Roles and responsibilities were not established, nor completed			
2. Norms, expectations, and decision rules were followed	*Norms*	•Meeting minutes •Documentation of norms, expectations, and decision rules	Norms, expectations, and decision rules were followed	Norms, expectations, and decision rules were sometimes followed	Norms, expectations, and decision rules were not followed			
3. Team members attended the meeting promptly and remained present for the duration of the meeting.	*Attendance*	•Meeting minutes include attendees •Team profile	75% or more of team members attended promptly and remained present until the end of the meeting		Less than 75% of team members attended meeting promptly and remained present until the end of the meeting			
4. At least one team member at the executive level who can make budget and resource decisions (e.g., superintendent, principal) attended promptly and remained present for the duration of the meeting.	*Attendance*	•Meeting minutes include attendees •Team profiles	At least one executive level team member attended promptly and remained present until the end of the meeting		Executive level team member did not attend promptly and remain present until the end of the meeting			

Item	Meeting Foundation	Data Source	Scoring Criterion			Meeting Dates			
			2	1	0				
5. At least one team member, who is a liaison with participating districts or schools (e.g., coach), attended promply and remained present for the duration of the meeting.	*Attendance*	•Meeting minutes include attendees •Team roster	Liaison attended promptly and remained present until the end of the meeting		Liaison did not attend promptly and remain present until the end of the meeting				
6. Meeting started and ended on time.	*Agenda*	•Agenda •Meeting minutes	Meeting started and ended on time		Meeting started or ended more than 10 minutes late.				
7. An agenda was used to define the topics and guide meeting discussion, and was available to all to participants prior to and during the meeting.	*Agenda*	•Agenda	An agenda was used to define topics and guide meeting discussion, and was available for all participants to refer to during the meeting	An agenda was used, but was not available for participants during the meeting	An agenda was not used				
8. Topics in the agenda were covered within an approximate amount of time indicated in the agenda.	*Agenda*	•Agenda •Meeting minutes	Topics in agenda were covered within an approximate amount of time indicated in the agenda	Topics in the agenda were covered, but not within the time frames indicated	Not all topics were covered or an agenda was not used				
9. Previous meeting minutes were provided to team prior to the meeting, and referenced at the start of the meeting.	*Minutes*	•Meeting minutes	Previous meeting minutes were provided and referenced at the start of the meeting	Previous meeting minutes were provided but not referenced	Previous meeting minutes were not provided				
10. Meeting notes are distributed to all team members within 24 hours of the end of the meeting.	*Minutes & Communication*	•Email or electronic (e.g., minutes are in a shared folder)	Meeting notes are distributed to the team within 24 hours of the meeting	Meeting notes are distributed to the team, but not within 24 hours of the meeting	Meeting notes are not distributed to all team members				
Measure of team effectiveness score (total points divided by 20):									