



NeMTSS
FRAMEWORK



Leadership Team Procedures



**NEBRASKA CENTER FOR RESEARCH ON
CHILDREN, YOUTH, FAMILIES & SCHOOLS**

University of Nebraska–Lincoln Implementation Support Team

Building Implementation Team(s):

Responsibility	Person Responsible

Meeting schedule

- **District Schedule:** The District Implementation Team will meet _____. The meeting shall be canceled if a majority of decision-making leadership are not in attendance. The meeting shall be rescheduled within _____.
- Routine team tasks performed throughout the year that can be scheduled in advance are planned and entered on the calendar; they include: (test administration, review of data sources, review of progress, observations, reliability checks, etc.)

Month	Task – Who Responsible
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

- **Building Schedule:** The Building Implementation Team will meet _____. The meeting shall be canceled if a majority of decision-making leadership are not in attendance. The meeting shall be rescheduled within _____.
- Routine team tasks performed throughout the year that can be scheduled in advance are planned and entered on the calendar; they include: (test administration, review of data sources, review of progress, observations, reliability checks, etc.)

Month	Task
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Meeting Procedures: Describe your format for team meetings and attach forms used for documentation, include: your process for decision-making/ problem-solving, system for communication and receiving feedback, monitor progress towards implementation, etc.