

SEA Team Member's Checklist

Team Member's Checklist - Preparation	
Task	Review all materials received from the facilitator.
Due Date	Date Completed
Follow-up Notes/Tasks	
Task	Attend team meeting and ask any questions to be sure the process is clear.
Due Date	Date Completed
Follow-up Notes/Tasks	
Task	Re-read the sections of the self-study guide addressing the collecting and evaluating of research and the ESSA Levels of Evidence. Conduct a review of research to identify a school improvement intervention to be considered for recommendation by the team. Complete the <i>SEA Scoring Template</i> , using the <i>SEA Scoring Guide</i> as an example, and submit the completed template to the facilitator by the established deadline.
Due Date	Date Completed
Follow-up Notes/Tasks	

Task	Rate the strategies and interventions on the completed <i>SEA Scoring Templates</i> (received from the facilitator) according to the rating on the template. Complete the <i>SEA Scoring Guide</i> after reviewing the research and information provided for each intervention. Use the guiding questions to help make decisions.	
	Due Date	Date Completed
Follow-up Notes/Tasks		

Team Member's Checklist - Discussion		
Task	Participate in the discussion regarding first vote. Reconsider the first rating based on discussion.	
	Due Date	Date Completed
Follow-up Notes/Tasks		
Task	Participate in second team vote if consensus is not reached initially.	
	Due Date	Date Completed
Follow-up Notes/Tasks		

Task	Participate in additional discussion of voting results.	
	Due Date	Date Completed
Follow-up Notes/Tasks		

Team Member's Checklist - Planning		
Task	Participate in discussion regarding priorities, resources, and anticipated challenges.	
	Due Date	Date Completed
Follow-up Notes/Tasks		
Task	Record any assigned responsibilities and mark calendar to complete tasks by established deadlines.	
	Due Date	Date Completed
Follow-up Notes/Tasks		

Task	Attend any future meetings as scheduled by the facilitator.	
	Due Date	Date Completed
Follow-up Notes/Tasks		