

Tool 2a: Building an SBLT Calendar

Purpose

One of the first priorities of a SBLT is to plan their agenda for the year. Developing a SBLT calendar helps set that agenda and ensure that meeting times are protected. Use this required tool to help create that calendar.

Actions

1. **Identify meeting dates and purpose.** SBLTs should meet at least once a month. There is no length requirement for SBLT meetings. The SBLT calendar should include a description of the data you plan to review at each meeting. The data listed should align to the goals identified in your SIP, as well as the key topics identified in the SBLT section of your SIP’s Professional Learning tab, so you may need to revisit your SBLT Calendar to add additional detail once your SIP is complete.
2. **Create meetings on a Google calendar.** The SBLT calendar should be put in a Google calendar. To access your school’s blank SBLT Calendar, follow the instructions below:

When You See This	Do This
Your calendar	Click on the gear icon in the upper right
Settings dropdown list	Click “Settings”
Calendar Settings page, general tab	Click the “Add Calendar” tab
Calendar Settings page, Add Calendar tab	Click “Browse resources”
Add calendar tab, browse resources list	Find your school’s SBLT calendar in the list
<i>School_Name</i> School-Based Leadership Team	Click inside the box next to that calendar

Your school’s SBLT calendar will now show on your calendar.
Click “←” at the top left of the page to return to your calendar.

3. **Adjust calendar as needed throughout the year.** You may need to adjust your SBLT calendar during the year. Consider revisiting your calendar at a mid-year meeting and revising as needed.

Mandatory Versus Flexible: SBLT Toolkit

Mandatory	Flexible
SBLTs must set their meetings and put them in Google Calendars	<i>None</i>