

## Tool 3g: SIP Approval Meeting

### Purpose

The [SIP Approval Meeting](#) is the required last step in the SIP creation process. It represents an opportunity to present your thinking on the SIP to the Chief of Schools, School Improvement Partner, and a partner school. The presentation will also be used to communicate your SIP to the community and other key stakeholders. Chiefs will assign partner schools based on school demographics and/or set goals, and these schools can work on preparing for approval together. Partner schools will also work together and be thought partners at all Institutes and Deep Dives.

SIP approval meetings will follow a standard format. An example is listed below:

- School A Presentation (15 minutes) – use template
- Questions and Reflections for School A (10 minutes)
- School B Presentation (15 minutes)
- Questions and Reflections for School B (10 minutes)
- Next Steps in Approval Process (10 minutes)

### When to Use

This tool should be used after the draft SIP has been created, but prior to final approval. SIP approval meetings will take place the week of August 20, 2018; as such, the ideal time to use this template is likely in late July/early August.

### How to Use

1. Download [Tool 3g: SIP Approval Meeting](#) as a Google PowerPoint at [mmsd.org/sblttoolkit](http://mmsd.org/sblttoolkit). Click the link for the PowerPoint and you will be prompted to save a local copy to your Google Drive. Add your school's name and the year to the filename (e.g., [Emerson Draft SIP Approval Meeting Presentation – 2018-19](#)).
2. Sign up for a SIP approval meeting presentation time. This meetings will last approximately one hour and will occur the week of August 20, 2018. To find a time, reach out to Lori Havey (elementary schools) or Roxanne Amundson (secondary schools).
3. Complete your school's presentation using the provided template. The template can be altered, but the main components listed above must be included in the presentation. They include the following:
  - a. Equity Vision
  - b. Reflection and Drafting Process
  - c. Stakeholder Input and Feedback
  - d. Theory of Action
  - e. Alignment and Connection
  - f. Communication Plan

As you draft your presentation, you can work with your assigned partner school to vet ideas.

4. Present your slides at your SIP approval meeting. These meetings will include the Chief of Schools, your School Improvement Partner, and your partner school.

## Mandatory Versus Flexible: SBLT Toolkit

| Mandatory                    | Flexible  |
|------------------------------|---|
| Use of this tool is required | <p><i>Template may be altered but the following components must be included: (1) equity vision, (2) reflection and drafting process, (3) stakeholder input and feedback, (4) Theory of Action, (5) alignment and connection, and (6) communication plan</i></p> |