Monitoring Progress

***Toolkit Section****: Monitor Implementation and Impact*

It is recommended that LEAs use a robust progress monitoring system:

* A steering committee should meet once a week for at least 90 minutes to coordinate across all working groups and make final decisions (see meeting protocols in document D.3)
  + A budget update should be presented to the committee at every meeting – the update should include the current level of fiscal concern (low, medium, high).
  + The committee should publish a weekly communication after its meetings to update stakeholders on progress toward goals (see document D.2 for a status dashboard that can be used).
  + The committee should plan to meet throughout the first half of the school year to react to changes in the pandemic (meeting time may be shortened based on the landscape at the time).
* Working groups meet frequently throughout the summer (minimum weekly, most likely 2-3 times per week) to work through assigned Critical Readiness Factors
  + The exact working groups will vary based on LEA size and roles, but at a minimum, there should be groups focused on Operations (may or may not include Health & Safety, which could be its own group), Academics, Mental & Social-Emotional Health, and Community Engagement.
  + Each working group should have a representative from the steering committee, which may or may not be the chair.
* All working groups should use a common Action Tracker (document D.1) that allows senior leaders to easily see progress and hold groups accountable
  + The Action Tracker should be updated daily.