

Meeting Plan – Year One

Topic	Meeting Date
ELEMENTS OF LEADERSHIP	
I. Elements of Effective Leadership	
II. Other Topics for Discussion	
INDIVIDUAL PROGRAM ANALYSIS	
I. Enrollment	
II. Determining Technology / Equipment	
III. Curriculum	
IV. Student Placement	
V. Student Completion	
VI. Advisory Committees	
VII. Non-Traditional Students	
VIII. Other Topics for Discussion	
FINANCE	
I. School Budget	
II. Individual Program Budgets	
III. Tuition Calculations	
IV. Perkins Allocation	
V. Writing Enhancement Grants	
VI. Financial Aid / Scholarships	
VII. Other Topics for Discussion	
PERSONNEL / ADMINISTRATION	
I. Hiring Practices	
II. Certification Requirements	
III. Teacher Evaluation	
IV. Professional Development	
V. Communication with Faculty	
VI. Communication with Other Administrators	
VII. Communicating with School Boards	
VIII: Communicating with Sending Schools	
IX. Other Topics for Discussion	
INTRODUCTION TO ISLLC	

	Mentor	Protégé
Signature		
Date		
School/District		
Title		
Address		
City, Zip		
Phone		
Email		