

ILT Information

School Name _____

ILT Chairperson _____

ILT Co-Chairperson _____

How often does your ILT meet?

Weekly Bi-Weekly Monthly As Needed

The _____ if each month

Other (please explain) _____

Were ILT members who are NOT lead teachers properly selected (via selection panel) by their departments/teams? Yes No

How does your ILT make decisions?

Vote on each agenda item by secret ballot.

Vote on each agenda item openly.

Vote on each agenda item sometimes openly and sometimes by secret ballot.

Reach consensus by _____

Are agenda items distributed to all teachers and staff at **least 24 hours prior** to each ILT meeting?

Yes No

Are ILT minutes distributed to all teachers and staff **within three (3) days** of the ILT meeting?

Yes No