*Directions: Please have all attendees sign in. This form may be used to document match for all attendees for meetings happening outside of the contract day. If meeting is during the contract day, please identify only those who are eligible to contribute their time.*

**Date: Time of Day:**

*Please sign-in:* **Duration of Meeting:**

|  |  |  |
| --- | --- | --- |
| Role | Signature | For Liaison Use  *(to calculate match)* |
| Liaison |  |  |
| Administrator |  |  |
| Counselor |  |  |
| Core Subject Teacher |  |  |
| Parent |  |  |
| Student |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Please have others sign on reverse of this sheet.*

**Implementation**

1. Review progress on the implementation plan. What has been completed last month? What is upcoming?

2. Review progress on the budget expenditures. Is a steady drawdown occurring? Do purchase orders need to be put in? Is fiscal reporting on track?

**Planning**

3. What can we be doing to better meet GEAR UP objectives (i.e., academic performance, graduation, and college enrollment, and increasing family expectations/knowledge of post-secondary options)? Are any cultural/community-based adjustments needed?

4. What input have parents or students offered on the development of, or the implementation, of plans?

**Monitoring and Reporting**

5. Review GU calendar for upcoming due dates. What are the upcoming administrative requirements? **Who will complete the tasks?** (e.g., student surveys, required assessments, fiscal reporting, student data entry, match collection, due dates)

6. (*After parent/student have left meeting*) Discuss intervention for students who are at risk due to poor grades or high absences. What interventions can/must take place? **Who is responsible?**

7. What follow-up is needed after this meeting? **When is our next meeting?**