



District/Provider Kickoff Meeting Agenda

Purpose: Adapt this template for the kickoff meeting between the district team and the provider. The district representative should facilitate.

Program Goal:	
Meeting Objective: [modify as needed] <ul style="list-style-type: none">● Clarify roles and responsibilities● Establish collaboration expectations● Agree on the how and when of data collection	
Attendees:	
Agenda <ol style="list-style-type: none">1. Align on Success<ol style="list-style-type: none">a. Define success for this partnership2. Roles and Responsibilities<ol style="list-style-type: none">a. Assign a primary point of contact for both the district and the providerb. Establish clear roles, including:<ul style="list-style-type: none">→ Who will create the agenda for collaboration→ Who will be accountable for ensuring follow-through on each step→ Who the decision-makers are→ Who is responsible for preparing and sharing which data points for each data element3. Collaboration Expectations<ol style="list-style-type: none">a. Define consistent channels for ongoing communication, including regular meetings and progress updatesb. Define communication processes between tutors and district; teachers and tutors; teachers and district; school leaders and provider; school leaders and tutors; caregiver and provider; caregiver and district	Notes/Action Items:



<ul style="list-style-type: none">c. Share what is needed from each other in order to be successful <p>4. District Data Systems</p> <ul style="list-style-type: none">a. Align with the provider on the data-collection planb. Set up student data sharing with the providerc. Integrate the provider's digital data management systems with the district's existing systemsd. Identify any other systems tutors will need to access and find ways to get them that accesse. Spend time upfront aligning expectations for data meetings → Review example <u>ongoing data meeting agenda</u> for revision <p>5. Meeting Cadence</p> <ul style="list-style-type: none">a. Schedule a regular meeting with the provider, meeting every one to two weeks.	
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