

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 partnership 2. Roles and Responsibilities <ol style="list-style-type: none"> a. Assign a primary point of contact for both the district and the provider b. 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 element 3. Collaboration Expectations <ol style="list-style-type: none"> a. Define consistent channels for ongoing communication, including regular meetings and progress updates b. 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:



<p>c. Share what is needed from each other in order to be successful</p> <p>4. District Data Systems</p> <p>a. Align with the provider on the data-collection plan</p> <p>b. Set up student data sharing with the provider</p> <p>c. Integrate the provider’s digital data management systems with the district’s existing systems</p> <p>d. Identify any other systems tutors will need to access and find ways to get them that access</p> <p>e. Spend time upfront aligning expectations for data meetings</p> <p>→ Review example ongoing data meeting agenda for revision</p> <p>5. Meeting Cadence</p> <p>a. Schedule a regular meeting with the provider, meeting every one to two weeks.</p>	
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