

School/Provider Kickoff Meeting Agenda

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

Program Goal:	
Meeting Objective:	
Attendees:	
Agenda <ol style="list-style-type: none"> 1. Introductions 2. Align on Success <ol style="list-style-type: none"> a. Define the visions for the success of this partnership. 3. School: Share school context/demographics <ol style="list-style-type: none"> a. Address any cultural or linguistic considerations for the student population. b. Provide context for creating an inclusive and supportive tutoring environment. 4. Provider: Share program overview <ol style="list-style-type: none"> a. Delivery model b. Curriculum and alignment c. Teaching strategies d. Student progress monitoring e. Tutor qualifications 5. Roles and Responsibilities <ol style="list-style-type: none"> a. Share what is needed from each other to be successful. b. Clearly define roles and responsibilities for the school staff, tutors, and administrators. c. Assign a primary point of contact for each side. d. Establish teacher-tutor communication expectations. 	Notes:

<p>6. Logistics</p> <ul style="list-style-type: none"> a. Confirm access to technology or platforms used for tutoring sessions. b. Review the tutoring schedule. c. Review roster. <p>7. Data Sharing</p> <ul style="list-style-type: none"> a. Clarify what records must be kept (e.g., attendance, session notes). b. Ensure access to data, including IEP/504 information. c. Discuss the facilitation and logistics of effective data sharing, including a regular cadence, specific people or technology responsible, and data usage. <p>8. Emergency and Contingency Plans</p> <ul style="list-style-type: none"> a. Develop a plan to mitigate any challenges with enrollment and attendance. b. Establish protocols for emergencies (e.g., inclement weather, tutor absence). c. Outline backup plans for technology or schedule disruptions. <p>9. <u>Parent/Family Communication</u></p> <ul style="list-style-type: none"> a. Discuss how the district will inform parents/guardians about the tutoring program. b. Set expectations for sharing progress updates with families. <p>10. Meeting Cadence</p> <ul style="list-style-type: none"> a. Schedule a regular meeting with the provider every one to two weeks. 	
<p>Next Steps:</p>	