



## School/Provider Kickoff Meeting Agenda

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

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



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