

## **District Implementation Team (DIT) Operating Procedures**

This document will assist District Implementation Teams in establishing effective team structures and can be leveraged for orienting new members to the team.

**Date:**

**District Coordinator(s):**

**DIT Team Member(s):**

**Meeting schedule (date, time, location):** (list schedule below)

**Team Purpose:** (adjust to reflect team wording if necessary) The District Implementation Team meets to focus on the following:

- Build and maintain a district implementation infrastructure to support schools in use of Effective Innovations (EIs)
- Engage in data analysis and problem-solving to support implementation
- Create action plans based on data and needs generated follow team meetings
- Ensure communication amongst the different groups/ teams across the district
- Ensure meaningful participation from multiple and diverse stakeholder groups

**Decision-Making Protocol:** Determine how decisions will be made by the District Implementation team during DIT meetings. Consider the common levels of decision-making authority for each type of decision that the team may need to make.

Common Levels of Decision-Making:

- An (individual) or (group/team) with greater authority than this group's
- A (single administrator)
- An (administrator), taking the team's input
- A (team) through vote

Table 1. DIT Decision-Making Protocol

Decision Type	Decision-Making Protocol
Policy and/or structural decisions	
New resources allocations (e.g., time, funding, staffing)	
Existing resource allocations (e.g., time, funding, staffing)	
Curriculum decisions	
District processes and procedures	

**Team Member Roles:**

Table 2. District Implementation Team Member Roles

Roles	Name	Email and Phone Number
Primary Facilitator		
Back-up Facilitator		
Primary Recorder		
Back-up Recorder		
Primary Timekeeper		
Back-up Timekeeper		
Primary Data Analyst		
Back-up Data Analyst		

**Team Agreements/Norms:**

Record your team’s 3-5 agreed upon norms.

**DIT Agenda and Pre-Meeting Sheet:**

An agenda template and pre-meeting sheet template are used by the DIT to develop monthly meeting agendas. Ensure the agenda template includes the components listed below and the pre-meeting sheet is aligned to standing agenda topics. Include the team’s agenda template and pre-meeting sheet template [insert links].

Agenda Template includes:

- Date, Time, Location
- Roles and Norms
- Process for Updating Absent Team Members
- Standing Agenda Topics: Review agenda and action items, Implementation challenges, Data collection and use, Communication from groups/teams, Communication to groups/teams, Meeting wrap-up
- Additional Agenda Topics: Professional learning preparation, Deepening team knowledge, Effective innovation alignment, selection and de-selection process

**District Implementation Plan Decisions:**

Record the DIT's decisions for the development and use of the District Implementation Plan. Include specifics about how it will be drafted, monitored, and integrated into the district and school improvement process. Include the District Implementation Plan template [insert link].

**DIT Document Storage:**

Record details regarding how DIT documents will be organized and stored.

Location:

Individual(s) Responsible for Maintaining:

Folder Organization:

**MTSS Assessment System and Data Coordination Decisions:**

Assessment information and important decisions, including individuals identified to support district data coordination, are documented in the District Assessment System [insert link].

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