

District Implementation Team Meeting Agenda & Notes

Date:

Time:

Location:

Participants:

Roles & Responsibilities

- Facilitator:
- Recorder (notes action items in different color for easy review):
- Timekeeper:
- Data Analyst:

Team Meeting Norms:

Record your team's 3-5 agreed upon norms

Standing Agenda Topics

Review Agenda and Action Items (10 minutes)

Desired Outcome: All team members review the plan for the day and have an opportunity to follow-up on the status of any action items.

- Review Agenda, Roles and Norms
- Review Status of Action Items from previous implementation team meetings [link District Implementation Plan]

Decisions and Important Details:

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Professional Learning Preparation (_ minutes)

Desired Outcome: Review for team members upcoming professional learning session (topic, intended audience, data, session description) and ensure needs of schools are met in preparation for the upcoming professional learning.

- [Add professional learning session details]

Decisions and Important Details:

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Implementation Challenges (_ minutes)

Desired Outcome: Clearly describe implementation barriers experienced by schools / school staff and ensure implementation barriers are appropriately communicated and sent to the individual(s) that have the appropriate decision-making authority to address.

- Review Status of Existing Barriers [link barrier log]
- Plan for Removal of New Barriers

Decisions and Important Details:

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Data Collection and Use (_ minutes)

Desired Outcome: Development and use of a district-wide assessment system that includes critical decisions regarding the collection, analysis and use of data for continuous improvement. Analyze and use district data to inform implementation planning and supports.

- MTSS Assessment System [insert link]
- Data Analysis and Use
 - SLT Installation Checklists
 - DIT Installation Checklists
 - District Capacity Assessment (DCA)
 - District Effectiveness Data (e.g., training, coaching, communication)

Decisions and Important Details:

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Communication From (_ minutes)

Desired Outcome: Information gathered from other internal / external groups (ISD, MiMTSS TA Center, Board of Education, other district teams, principals, schools, etc.) that might impact the DIT in their planning or prioritization of the district work.

Decisions and Important Details:

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Communication To (_ minutes)

Desired Outcomes: Identify groups/teams that need know information from today's meeting. The District Communication Plan [insert link] will guide the DIT in planning necessary communication.

Ensure critical information to communicate is documented in bullet points for each team or individual. DIT designees responsible for communication to groups/teams or individuals will access the bullet points and communicate the information in the most appropriate format.

Decisions and Important Details:

- Absent Team Members

- Executive Leadership
- Administrative Team
- Other groups/teams (e.g., Coaches, SLTs, ISD)

Meeting Wrap-Up (15 minutes)

Desired Outcome: Team is organized for the next meeting.

- Confirm action items are known to all members that have been assigned action
- Add any agenda topics known at this time to the Google DIT Pre-Meeting Sheet
- Next DIT Meeting: (add date)

Decisions and Important Details:

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Additional Topics

Deepening Knowledge (_ minutes)

Desired Outcome: Increase the team's understanding in how to develop an implementation structure to support schools in their efforts to implement Effective Innovations (starting with a MTSS framework).

- [Add a slice of learning for the DIT]

Decisions and Important Details:

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Initiative and Innovation Alignment and Review (_ minutes)

Desired Outcome: Plan for completion of alignment, selection or de-selection of district initiatives to support buy-in / continued use or to support de-selection.

- [link Initiative Inventory and Alignment Process]
- [link Initiative and Innovation Review Process]

Decisions and Important Details:

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