DIT Meeting Preparation Routine

This document provides the District Coordinator with guidance on how to prepare for monthly District Implementation Team meetings. To build the monthly agenda, the Coordinator will need access to the following resources:

- DIT Meeting Agenda Template
- Email Reminder Template (see below)
- DIT Pre-Meeting Sheet and Barrier Log (link here)
- District Implementation Plan (link here)
- Previous Meeting Agenda/Minutes

To prepare to facilitate the meeting, the District Coordinator will also need access to the following commonly used resources:

- District Communication Plan and Protocols
- Monthly DIT Data Analysis Schedule (see below)

Preparation Routine

To prepare for the DIT Meeting, follow the steps below and consider the four functions of effective coaching (e.g., prompting, fluency building, performance feedback, and adaptation).

1. **Two Weeks Prior to Meeting:** Send reminder to DIT members to add to pre-meeting sheet within assigned deadline
2. **Two Weeks Prior to Meeting:** Send reminder to Data Analysts to prepare data (e.g. training, coaching, communication) for the upcoming meeting
3. **One Week Prior to Meeting:** Develop DIT meeting agenda using the DIT pre-meeting sheet, barrier log, previous meeting agenda, and DIT agenda template. Consider if additional agenda topics need to be added, including Deepening Knowledge and Effective Innovation Alignment, Selection and De-Selection
4. **One Week Prior to Meeting:** Send DIT meeting reminder using the email template provided below
5. Prepare to Facilitate DIT Meeting by reviewing each section of the agenda
   a. Prepare to facilitate the "Review Agenda and Action Items" section, including a review of the agenda, roles and norms, and status of action items
   b. Prepare to facilitate the "Professional Learning Preparation" section, including previewing upcoming professional learning sessions to ensure needs of schools are met in advance of training
   c. Prepare to facilitate the "Implementation Challenges" section, including a review of the status of existing barriers and the plan for removing new barriers

d. Prepare to facilitate the "Data Collection and Use" section, including updates to the MTSS Assessment System and Data Analysis and Use

To prepare for Data Analysis and Use, prior to the DIT meeting, ensure that assigned data analysts have completed the initial analysis and are prepared to summarize the following data sources:

- SLT Installation Checklists (monthly)
- DIT Installation Checklists (monthly)
- DCA data (Aug/Sept, Jan/Feb)
- Training effectiveness (monthly)
- Coaching effectiveness (Oct, Jan, May)
- Communication effectiveness (Dec, May)

e. Prepare to facilitate the "Communication From" and "Communication To" sections, including prompting use of communication protocols to ensure key information is gathered from and disseminated to internal and external stakeholder groups in a timely manner

f. Prepare to facilitate the "Meeting Wrap-Up" section, including confirming assigned action items, adding future agenda topics to the pre-meeting sheet, confirming upcoming meeting and training dates, and reviewing teams' adherence to meeting norms

DIT Meeting Reminder

The template below can be used by the District Coordinator as a template for providing a meeting reminder to the District Implementation Team, at least one week prior to the meeting.

Email Template

District Implementation Team Members,

This is a reminder that we have a DIT Meeting scheduled for (date). We will begin at (time) and end at (time).

Please attend to the pre-meeting tasks listed below before we meet. Use the bullet points below as a pre-meeting checklist.

- Review notes from previous meeting (link previous agenda)
- Review our upcoming meeting agenda (link upcoming agenda)
- Update status of action items assigned to you in the action plan. Please add any additional information in the status section to inform others on the progress/results of activities for both "in progress" and "not started". (link action plan)
- Complete any professional learning activities with a due date prior to our meeting.

If you need to join us for less than the full time or have a critical conflict, please let me know as soon as possible and make sure you have time scheduled to 1) do the pre-meeting work before the meeting, 2) complete any follow-up tasks, and 3) preview your schedule to avoid missing future meetings.