



Collaboration Meeting: Team Work Plan Example

Fill this out as a team. Upon completion email a copy to yourself and your team.

Day: 2 Time: 9:35 - 10:45

Team Name: _____

Month	Strategy Number	Activity	Recommendations for Completing	Major Next Steps	Collaborating Partners	Dates for Each Step	Primary Person Responsible	Secondary Person Responsible
	1	<i>School district with Head Start</i>	<i>Provide history and talk school district through the process and what is involved.</i>	<i>Rep from school team invites rep from Head Start team to first meeting of the group.</i>	<i>Head Start reps, reps from school districts</i>	<i>By June 28th</i>	<i>Rosalia (school district)</i>	<i>Eric (school district)</i>
	2	<i>Apply for grant funds</i>	<i>Use results of meeting to inform application</i>	<i>Use results of meeting to inform application</i>	<i>School district rep, Head Start rep</i>	<i>TBD</i>	<i>Eric (school district)</i>	<i>Andrea (school district)</i>
	3	<i>Share PD plans with one another to build a shared understanding of each setting</i>	<i>School district rep attends portions of Head Start PD as available to orient to PD; Head Start rep attends school district PD</i>	<i>Rep from Head Start will share PD plans with rep from school district and visa versa</i>		<i>By July 19th</i>	<i>Melissa (Head Start)</i>	<i>Andrea (school district)</i>

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	4		<i>Explore other funding options</i>			<i>By July 16th</i>		<i>Marta (Head Start) and Andrea (school district)</i>
	5	<i>School and Head Start student/child ongoing assessment data aligned to Head Start ELOF and School District Standards.</i>	<i>Form a small group to work on aligning student and child assessment measures</i>	<i>Identify a sub group after full group formed</i>	<i>TBD - recruit additional team members first</i>	<i>By August 31st</i>	<i>Eric (school district)</i>	<i>Melissa (Head Start)</i>
	6	<i>Determine other team members needed to move this work forward</i>			<i>Parent reps are critical</i>	<i>By July 19th</i>	<i>Eric (school district)</i>	<i>Rosalia (Head Start)</i>
	7	<i>Share planning and mapping documents with school district</i>	<i>Head Start rep will sit with appropriate school district staff to review.</i>	<i>Head Start rep will reach out to school district staff to schedule</i>	<i>New ECE special ed director of the school district</i>	<i>By July 19th</i>	<i>Melissa (Head Start)</i>	<i>Andrea (Head Start) and Erik (school district)</i>

Establish Regular Meeting Schedule

Month	Strategy Number	Activity	Recommendations for Completing
July	Tuesday, July 16th, Tuesday July, 23rd	11:00 AM	Group will meet every other week and will need virtual meeting system to do this as a video call. Both teams are looking into options.
August	Tuesday August 6 August 20th; Sept 3rd, Sept 17th	11:00 AM	Virtual meetings; teams trade off planning agenda
September	Quarterly Meeting hosted by Office of Head Start: Thursday, September 26th, 2019	12:00 PM - 2:00 PM EST	Quarterly Meeting Hosted by Office of Head Start
October	10/1, 10/15, 10/29	11:00 AM	One face to face held at school district, remaining virtual; teams trade off planning agenda
November	11/12, 11/26, 12/10	11:00 AM	One face to face held at Head Start, remaining virtual; teams trade off planning agenda
December	Quarterly Meeting hosted by Office of Head Start: Tuesday, December 10th, 2019	3:00 p.m. - 5:00PM EST	Quarterly Meeting hosted by Office of Head Start
January	1/7, 1/21	11:00 AM	All virtual; teams trade off planning agenda
February	2/4, 2/18	11:00 AM	One face to face held at school district, remaining virtual; teams trade off planning agenda
March	In Person Meeting in Washington D.C. March 4-5, 2020		In Person Meeting in Washington D.C.
April	4/7, 4/21	11:00 AM	One face to face held at Head Start, remaining virtual; teams trade off planning agenda
May	5/5, 5,19	11:00 AM	All virtual; teams trade off planning agenda
June	Quarterly Meeting hosted by Office of Head Start: Tuesday, June 16th, 2020	11:00 AM- 1:00 PM EST	Quarterly Meeting hosted by Office of Head Start