

**School Leadership Team and District Implementation Team
Linking Communication Protocol**

Teams or individuals communicating:
DIT Designee(s) and School-Level Contacts / Designees

Purpose	To communicate challenges that need to be addressed, successes that need to be sustained and scaled-up, and general implementation topics that require attention.	
Information necessary to be gathered and communicated between both groups / teams	<p>School Leadership Team to DIT</p> <ul style="list-style-type: none"> • School implementation successes (e.g., data sharing, attainment of objectives, activities, project priorities) • Challenges requiring <u>policy or structural decisions by the district</u> • Challenges that might require the district to <u>allocate new resources</u> • Challenges that might require the district to <u>re-prioritize and/or re-allocate existing resources</u> • Possible viable options for resolving challenges 	<p>DIT to School Leadership Team</p> <ul style="list-style-type: none"> • District-level implementation successes that were made possible based on school successes (e.g., data sharing, attainment of objectives, activities, project priorities) • Implementation challenges that require <u>district-wide policy and/or system changes that might impact the school</u> • Implementation challenges that require the district to <u>allocate new resources that might impact the school</u> • Challenges that require the districts to <u>re-prioritize and/or re-allocate existing resources that might impact the school</u> • Opportunities to explore other viable options for resolving challenges that might not have been considered
Team Designees	<p>Name of School Leadership Team Designee(s)</p> <p>(The information that needs to be gathered and communicated should inform who would be the best person to select to be the School Leadership Team designee.)</p>	<p>Name of DIT Designee(s)</p> <p>The information that needs to be gathered and communicated should inform who would be the best person to select to be the District Implementation Team designee.)</p>
Format for Gathering Necessary Information	<p>(Identify format)</p> <p>Possible Options: Face-to-face meeting, phone call, e-mail, or other.</p>	<p>(Identify format)</p> <p>Possible Options: Face-to-face meeting, phone call, e-mail, or other.</p>

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<p>Timelines for Responding to Challenges and Addressing Challenges</p>	<p>(Insert agreed upon timelines between the School Leadership Team and DIT for: (1) how the challenges discussed to be discussed in the appropriate venue; and (2) how the challenges will to be addressed)</p> <p>Possible options:</p> <ul style="list-style-type: none"> • Timelines for responding to challenges and acting on challenges are based on the specific challenges identified. <p align="center">-AND-</p> <ul style="list-style-type: none"> • 10 days for responding to needs and 20 days for acting on needs (general rule of thumb from NIRN) 	<p>(Insert agreed upon timelines between the School Leadership Team and DIT for: (1) how the challenges discussed to be discussed in the appropriate venue; and (2) how the challenges will to be addressed)</p> <p>Possible options:</p> <ul style="list-style-type: none"> • Timelines for responding to challenges and acting on challenges are based on the specific challenges identified. <p align="center">-AND-</p> <ul style="list-style-type: none"> • 10 days for responding to needs and 20 days for acting on needs (general rule of thumb from NIRN)
<p>Format for Responding to Challenges</p>	<p>E-mail communication regarding how challenges are being responded to as well as written communication regarding status of action</p>	<p>E-mail communication regarding how challenges are being responded to as well as written communication regarding status of action</p>

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Example Agenda and Minutes Form

Participants: School Leadership Team Designee(s) and DIT Designee(s) **Date:**

Time	Agenda Topic	Desired Outcome
10 minutes	Successes (e.g., data sharing, attainment of objectives, activity completion, attainment of district priorities) <ul style="list-style-type: none"> • School Level Success • District Level Success 	<ul style="list-style-type: none"> • Participants will each have an opportunity to share successes resulting in the installation and successful implementation of the EI components.
Next Steps and Communication		
Next Steps: Communication:		
10 minutes	Implementation Challenges Possibly Requiring Policy or Structural Decisions <ul style="list-style-type: none"> • School-Level challenges that might require <u>policy or structural decisions by the district</u> • District-wide challenges that require policy or structural decisions that might impact the school • Opportunities to explore viable options to address the challenges 	<ul style="list-style-type: none"> • School level designee(s) will have an opportunity to outline any implementation challenges their school is experiencing that might require the district to consider policy or structural changes • The DIT designee(s) will have an opportunity to discuss implementation challenges that will require the district to make policy and / or structural changes. (Challenges could have been shared from other school implementation experiences or other challenges resulting from other information provided) • Based on what has been shared, designees will have an opportunity to brainstorm / explore viable options to address the challenges
Next Steps and Communication		
Next Steps: Communication Needed:		
10 minutes	Implementation Challenges Possibly Requiring New Resource Allocations <ul style="list-style-type: none"> • School-level challenges that might require the district to allocate new resources 	<ul style="list-style-type: none"> • School level designee(s) will have an opportunity to outline any implementation challenges their school is experiencing that might require the district to consider allocating new resources

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Time	Agenda Topic	Desired Outcome
	<ul style="list-style-type: none"> District-wide challenges that require the district to allocate new resources that might impact the school Opportunities to explore viable options to address the challenges 	<ul style="list-style-type: none"> The DIT designee(s) will have an opportunity to discuss implementation challenges that will require the district to allocate new resources. (Challenges could have been shared from other school implementation experiences or other challenges resulting from other information provided) Based on what has been shared, designees will have an opportunity to brainstorm / explore viable options to address the challenges

Next Steps and Communication

Next Steps:

Communication Needed:

Time	Agenda Topic	Desired Outcome
10 minutes	<p>Implementation challenges possibly requiring the district to re-prioritize and/or re-allocate existing resources</p> <ul style="list-style-type: none"> School-level challenges that might require the district to re-prioritize and / or re-allocate existing resources District-wide challenges that require the district to re-prioritize / re-allocate existing resources that might impact the school Opportunities to explore viable options to address the challenges 	<ul style="list-style-type: none"> School level designee(s) will have an opportunity to outline any implementation challenges their school is experiencing that might require the district to consider re-prioritizing / re-allocating existing resources The DIT designee(s) will have an opportunity to discuss implementation challenges that will require the district to re-prioritize / re-allocate existing resources. (Challenges could have been shared from other school implementation experiences or other challenges resulting from other information provided) Based on what has been shared, designees will have an opportunity to brainstorm / explore viable options to address the challenges

Next Steps and Communication

Next Steps:

Communication Needed:

Time	Agenda Topic	Desired Outcome
10 minutes	<p>General Topics for Checking-In</p> <ul style="list-style-type: none"> Upcoming professional learning sessions (confirm dates, attendance of necessary people) Installation updates of data system(s) and MTSS specific 	<ul style="list-style-type: none"> Participants will confirm dates are on the calendars for all who are required to attend upcoming professional learning sessions. Participants will share their installation and implementation status for specific data systems and MTSS specific

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Time	Agenda Topic	Desired Outcome
	assessments <ul style="list-style-type: none"> • MTSS Implementation Plan update (opportunities for integration into School Improvement Plan, questions about the next layer of components based on what the school will be working to install) 	assessment(s). (If challenges exist, those would likely get discussed in one or more of the above agenda topics. However, it is good to ask how things are going if nothing has been discussed.) <ul style="list-style-type: none"> • Participants will discuss any questions / thoughts about the next set of MTSS Implementation Plan components that relate to what the schools will be working to install next.
Time	Agenda Topic	Desired Outcome
5 minutes	Wrapping-Up <ul style="list-style-type: none"> • Finalize Next Steps and Communication • Discuss Other Agenda Topics for the Next Meeting • Confirm Date of Next Meeting 	<ul style="list-style-type: none"> • Participants will have an opportunity to confirm next steps and timelines to achieve the next steps discussed throughout the meeting • Participants will confirm communication (talking points) to various groups / teams and people resulting from the conversation and outline who will be responsible for: (1) developing the talking points; (2) communicating the talking points and confirm timelines for communicating.
Next Steps and Communication		
Next Steps:		
Communication Needed:		