



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	School district with Head Start	Provide history and talk school district through the process and what is involved.	Rep from school team invites rep from Head Start team to first meeting of the group.	Head Start reps, reps from school districts	By June 28th	Rosalia (school district)	Eric (school district)
	2	Apply for grant funds	Use results of meeting to inform application	Use results of meeting to inform application	School district rep, Head Start rep	TBD	Eric (school district)	Andrea (school district)
	3	Share PD plans with one another to build a shared understanding of each setting	School district rep attends portions of Head Start PD as available to orient to PD; Head Start rep attends school district PD	Rep from Head Start will share PD plans with rep from school district and visa versa		By July 19th	Melissa (Head Start)	Andrea (school district)

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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