

CORE Team Sample Agendas

District-Based CORE Team

WELCOME AGENDA

Attendees: School CORE team and Learning Ally Engagement Manager

Approximate Timeframe: Within 10 days of membership start date

- Welcome and Overview
- Technical Readiness
- Eligibility
- Build Awareness of Learning Ally at Your School
- How to Register Teachers
- How to Register Students
- Inform Parents about Learning Ally
- Goals and Metrics
- Question and Answer
- Next Steps

ACCESS AGENDA

Attendees: School CORE team

Approximate Timeframe: Within 5 days of Welcome with Learning Ally

- How does the Learning Ally human-read audiobook solution align with our district mission statement?
- How does the Learning Ally human-read audiobook solution fit within our district approach to literacy?
- How will we identify every [eligible student](#)? Complete the [Goal Setting and Development](#) worksheet?
- How will we identify and prepare the right educators to participate?
 - > Inform all educators
 - > Assess needs
 - > Assign credentials to participating educators
 - > Launch
- How and when do we want to inform parents about Learning Ally?



LAUNCH AGENDA

Attendees: School CORE team and school personnel

Approximate Timeframe: Within 10 days of Access

- Present Learning Ally to school community along with expectations for implementation with fidelity.
- Identify and describe professional learning opportunities.

PROGRESS MONITOR AGENDA

Attendees: School CORE team and school personnel

Approximate Timeframe: At least 3x per year

- Review Learning Ally progress data either through the educator portal or via report emailed from Learning Ally.
- Consider progress to Access target. If lower than 20% seek more eligible students.
- Consider progress to Launch target. If lower than 80%:
 - > Strive to identify at least six active educators.
 - > Ensure all educators are following their customized launch plans.
 - > Strive to ensure all educators have added books for students.
 - > Review whether students can download their own books.
 - > Confirm that students set goals.
 - > Determine classroom strategies for utilizing Learning Ally.
 - > Consider independent (at school and at home) strategies for utilizing Learning Ally.
- Consider progress within Progress Monitoring target. Strive to ensure all students are reading at least 33 days.
 - > For students who are "Getting Started," consider strategies for utilizing Learning Ally in the classroom and at home.
 - > For students who are "Approaching Reading With Frequency," consider incentives such as Great Reading Games, Spring Into Reading, Summer Reading Together or consider your own classroom incentives.
 - > For students who are "Reading With Frequency," celebrate their success and consider whether they can mentor students who are struggling to get started to ensure they keep reading.

SUCCEED AGENDA

Attendees: School CORE team and school personnel

Approximate Timeframe: When success happens!

- Once all previous targets are met, plan a celebration.
 - > Share certificates with participants.
 - > Include parents and other community members in any ceremonies.
 - > Let your school district and other districts know about how much you've accomplished.

