

Scheduling & Communication Checklist

- ◇ Communication with school (~weekly / more near visits?)
 - Establish communication before initial visit
 - Maintain communication between visits
 - Provide summaries immediately following visits
- ◇ Content- Establish the content of the PD 2 weeks before the PD
- ◇ Develop Agreed upon goals and deliverables
 - Presenters
 - Participants
- ◇ Ensure that sufficient allocated time is provided to meet the school's expectations and requested outcomes
- ◇ Co-develop adequate lunch time or working lunch expectations
- ◇ Establish arrival and departure times
 - For Presenters
 - For Participants
- ◇ Request a listing of school personnel to be in attendance 2 weeks before the PD
- ◇ Provide a listing of Aggie-STEM personnel expected to be in attendance 2 weeks prior.
- ◇ Get agenda approved by the school 1 week before the PD. Share with all stakeholders (Appendix A- Samples)
 - By Aggie-STEM
 - By District Contact
 - By School Contact