# Agenda template for mid-year meetings with schools

**Partner Site:** Name of Partner Site

**Mid-Year Meeting:** Date and time of Meeting

**Possible Participants:**

- Principal
- School-Based Point Person/People
- iMentor Teacher(s)
- School College Counselor(s)
- iMentor Director of School Partnerships (DSP)
- iMentor Program Manager (PM)
- iMentor Program Coordinator (PC)

## I. Meeting Objectives

iMentor conducts mid program-year meetings at school partners with the following objectives in mind:

- reflect on first semester program implementation including curriculum engagement data (email and event), iMentor session/event strategies and overall program integration within our partners' communities;
- review successes and give and receive feedback to guide program improvement;
- ensure there is a concrete plan in place for spring semester iMentor programming, taking into account semester scheduling changes (i.e. confirm weekly session schedule/event dates etc.);
- share concrete examples of how mentee-mentor pairs at their school are progressing in building a relationship and engaging in curriculum by sharing a sample pair profile; and
- identify any additional areas for program integration and/or collaboration around the school's college readiness and access efforts.

## II. Shared goals and iMentor core outcomes

iMentor and school name share a common goal of supporting students towards post-secondary success. All mentor-mentee relationship utilize iMentor's curriculum and resources through classroom activities, emails and events to focus on four core outcomes:

- Develop a strong personal relationship
- Grow and nurture a college aspiration
- Develop non-cognitive skills critical for college success

- Provide individualized support with the college process and connect mentees to college resources and opportunities

## III. Student Enrollment and Curriculum Engagement Data Year-to-Date

| iMentor Student Enrollment at this Partner Site | |
|---|---|
| Grade | Number of Students Matched |
| 9 | XXX |
| 10 | |
| 11 | |
| 12 | |
| College Years | |

# Email Participation

- Mentee weekly email XX% YTD
- Mentor weekly email XX% YTD
- **Healthy Pair YTD XX%**  (i.e. 65% or higher email percentage rate)

## Event Participation

| | | 3x | XX |
|---|---|---|---|
| *# of pairs who've met* | | | |
| 0x | XX | 4x | XX |
| 1x | XX | 5x | XX |
| 2x | XX | 6+x | – |

- Event #1– XX Pairs attended (approx. XX% of cohort)
- Event #2– XX Pairs attended (approx. XX% of cohort)
- Event #3– XX Pairs attended (approx. XX% of cohort)
- Event #4– XX Pairs attended (approx. XX% of cohort)
- Event #5– XX Pairs attended (approx. XX% of cohort)
- **XX% of Pairs Meeting Event Benchmark YTD**

- **<mark>XX</mark>% of Pairs Meeting Both Email and Event Benchmarks**

## IV. Program Successes and Areas for Improvement

- Successes
  - What elements of the iMentor program at your school have been successful?
  - What positive impact have you seen iMentor have on your school community?

- Areas for Improvement/Concerns

## V. Program Structure and Spring Planning

- Confirm iMentor weekly session(s)
  - Confirm iMentor host class, day(s)/time(s) of weekly sessions and iMentor teacher(s)
- Confirm event schedule
  - iMentor event dates at (SCHOOL NAME) from (DATE to DATE) include the following:
  - EXAMPLE: Tuesday January XX 6pm–8pm @ Brooklyn College
- iMentor Curriculum Covered Year–to–Date (list titles of curriculum units below)
- Upcoming Curriculum Checklist Goals (list below)

## VI. Pair Highlight & Misc.

- Discuss any school–specific areas of focus, ideas for further integration within school community and/or alignment to school priorities and college readiness and access programming
- Communicate upcoming data sharing/collection
- Share pair highlight(s)

## VII. Setting up for Success: Thinking Ahead to 20<mark>XX-XX</mark> Program Year

- Preview items for consideration/further discussion when planning for programming in the following school year (i.e. growing the program in the school, session schedules, technology access, event space with multiple cohorts, etc.)

## VIII. Next steps

- Outline any next steps out of this conversation