

Agenda template for end-of-year meetings with schools

Partner Site: Name of Partner Site

End-Of-Year Meeting: Date and time of Meeting (Meetings are 45 minutes to one-hour in length)

Participants:

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

I. Meeting Objectives

iMentor conducts end-of-program-year meetings at Partner Sites with the following objectives in mind:

- reflect on iMentor program implementation including program participation data (email, event and student survey), iMentor session/event strategies and overall program integration within our partner school communities;
- highlight successes and give and receive feedback to guide program improvement;
- brainstorm iMentor program implementation plan for the following school year and identify related next steps; 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 relationships 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. Curriculum Engagement Data Year-to-Date

Program Enrollment	
Grade	Number of Students Enrolled
9	
10	
11	
12	
College	

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

- 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)
- Event #6- XX Pairs attended (approx. XX% of cohort)
- Event #7- XX Pairs attended (approx. XX% of cohort)
- Pairs that have met four or less times- XX (approx. XX% of cohort)
- Pairs that have met five times- XX (approx. XX% of cohort)
- Pairs that have met six times- XX (approx. XX% of cohort)
- Pairs that have met seven times- XX (approx. XX% of cohort)
- Pairs that have met 8+ times - XX (approx. XX% of cohort)
- XX% of Pairs Meeting Event Benchmark YTD

XX% of Pairs Meeting Both Email and Event Benchmarks

IV. Stop, Go, Keep

- What specific iMentor program implementation strategies utilized at this school have been successful that we should keep for next year?
- What iMentor program implementation strategies have not been as successful at this school and should be adjusted or abandoned altogether?

V. Setting Up for Success: 2014-15 Program Planning

- Program Enrollment for fall 2014, (i.e. grade(s), number of students served)
- iMentor Session Schedule and Host Class
- Technology Access
- School Staff Roles
- iMentor Staff Roles
- iMentor Monthly Event Schedule
- Partnership Expectations (staff orientations, weekly sessions, monthly events and ongoing communication)

VI. Summer Programming/Parent Communication

- Summer Contact
- Freshman Orientations/Summer Bridge
- Parent Consents
- Site start-up meeting
- School Staff Orientations

VII. Additional Support for College Readiness and Access

VIII. Evaluation/Data Reporting

- Impact Report
- Graduation Report (if relevant)

IX. School Site Acknowledgement Letter

X. Next steps
