

√	Task	Person Responsible	Deadline	Notes	Purpose of Meeting	Estimated length of proposed meeting	Who should attend this meeting?
	Set up and participate in conference call between Erikson, Superintendents, Principals and Union Representatives to discuss Teacher Training Dates	School Champion	Must be complete before the end of the school year 2016-2017	Teacher training dates must take place no later than the first week of January 2018 to allow for enough time to enter all EDI surveys by 1/31/18.	Identify orientation and training dates (during or after school) Determine pay structure for teacher training	30 minutes-1 hour	Erikson, Superintendents, Union Rep, School Champion
	Attend a Local Champion Orientation	Erikson	End of May/ Beginning of June (TBD)	Local Champions will be expected to attend orientation hosted at Erikson Institute in Chicago	Reintroduction to EDI and pilot project Overview implementation timeline Review roles, responsibilities, and task list Q and A	3 hours	All Champions
	Submit a copy of 501c3 Letter (if applicable) for local collaborative	Community Champion	5/15/17	Copy for Erikson's files			

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	Engage Private/Charter/Parochial schools in EDI conversation to recruit for pilot project participation	Community and School Champions	Prior to administration of the EDI in December 2017/January 2018	Erikson can provide onboarding support through conference call or in-person meeting to secure commitment.	These conversations are to support private schools interested in joining the EDI community partnership	Ongoing prior to EDI administration	Erikson, Champions, School administration
	Contact school districts/ private schools to determine if school district requires Data Use Agreement to share unidentifiable student data	Community and School Champions	9/1/17	A data sharing agreement/MOU must be complete prior to sharing data with Erikson or designated data partner.			
	Complete and submit executed Intent to Participate Document	Community and School Champions	9/1/17	Template will be provided			
	Create Communication plan for schools and community members	Community and School Champions with School administration	9/1/17	How various stakeholders in the community (i.e. teachers, parents, cross-sector partners) learn about the EDI pilot?			

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	Set up teacher/ administration, and community orientation dates (before December 2017) and logistics	Community and School Champions	9/1/17	Can be a combination of in-person presentations, webinars, and conference calls facilitated by Erikson.	Brief overview of the EDI, expectations, outcomes, and a timeline for implementation.	1 hour each	School administrators, teachers, parents, other community members, and Champions
	Send invites for school/ community orientations	Community and School Champions	9/15/17	Example will be provided			
	Complete and submit Data Sharing Agreements and/ or MOU forms	Community and School Champions	10/1/17	The school district/ private school may have a preferred MOU. Start on this early because it can be a lengthy process			
	Gather and submit a complete list of all partners and their titles and roles of all participating collaborations or committees	Community and School Champions	10/1/17	Erikson will provide a template.			
	Complete and submit Teacher/Student Roster	School Champion	10/15/17	Erikson will provide a template. Prior to submission, ensure roster is complete.			

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	Complete and submit District Profile Template	School Champion	10/15/17	Erikson will provide a template. Prior to submission, review to ensure it is complete with agreed upon information.			
	Gather and submit a complete list of all current data and community assets collected/monitored by coalition/collaborative.	Community Champion	October/November 2017 (TBD)	Erikson will provide a template. Actual data does not need to be attached. Indicate source and if available at the individual or aggregated level- if aggregated- what is unit of analysis (i.e. Census block, zip code, etc.)			

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	Circulate EDI sample and examples of customizable questions for consideration to all stakeholders prior to the geographic boundaries and customizable questions meeting. Gather and Submit potential questions prior to the meeting.	Community Champion	October/November (TBD)	Erikson will provide examples. Stakeholders should identify possible questions that they believe would be valuable and align with current strategic goals to add to the EDI survey.			
	Schedule and attend meeting to discuss geographic boundaries and customizable questions	Community Champion	October/November (TBD)	The meeting should include as many stakeholders as possible from the community	This meeting will result in determining geographic boundaries and additional information to be collected through the EDI. At minimum, all stakeholders who attended information sessions should be present at this meeting.	3 hours	Stakeholders that live in the community and are familiar with the community should be present as they will know the neighborhoods best for this activity.

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	Distribute Passive Consents to all participating schools to be sent out to all Kindergarten parents.	School Champion	11/1/17	Erikson will provide a template to be used and placed on school letterhead. Notify Erikson for additional languages needed for your district			
	Confirm teacher training date	School Champion	11/15/17	Training dates agreed upon by Union delegates, school admin, and Erikson. Minimally 2 training hours or can be extended to 1 training day			
	Reserve computer lab for teacher training	School Champion	11/15/17	Contact local tech support to be present for training dates in case they are needed			

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	Follow up with each school to ensure all letters went out to parents	School Champion	11/15/17	Must be received by parents two weeks prior to the implementation of the EDI.			
	Coordinate with Erikson to support lunch order for full day teacher training dates	School Champion	12/1/17	Only applicable for teacher trainings that span a full-day.			
	Complete and Submit Teacher Class List	School Champion	12/1/17	Erikson will provide a template. Teachers will use this when completing the EDI. Teachers should also be notified to bring a class photo to aide in the completion of the EDI.			
	Submit Strategic Plan as well as any other additional goals or outcomes created by collaboration/collaborative	Community Champion	12/1/17	Only applicable if not submitted with application.			

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	Follow up with schools and teachers to ensure completion of EDI by deadline	School Champion	December-January (TBD)	You will be able to monitor the accounts and send reports to the administration in the days leading up to the deadline.			
	Plan, send invite, attend meeting discussing collaborative's strategic plan/goals and how they can inform the selection of additional community contextual data points to overlay on EDI maps.	Community Champion	January/February (TBD)		Collaboration/collaborative presentation/discussion on Strategic Plan/goals and desired outcomes to finalize additional relevant data points and community assets to overlay on maps.	3 hours	Key Stakeholders-Representatives of each organization Minimally: The executives of the collaboration and the school district administration
	Ensure all school districts/ private schools submit invoices for payment	Community Champion School Champion	2/1/18				
	Submit a final list of four desired and available additional data points/community assets collaborative may want to overlay on EDI maps.	Community Champion	2/28/18				

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	Plan, send invite, attend meeting to discuss data roll-out process and power analysis. community context data indicators to overlay and asset mapping Align early childhood strategic plan	Community Champion	February/March 2018 (TBD)		Meeting to begin planning for data roll-out and initial power analysis.	3 hours	Key Stakeholders- Representatives of each organization Minimally: The executives of the collaboration and the school district administration
	Data Release for Key stakeholders- Schedule and Invite	Community Champion	May 2018 (TBD)		Data Release Reveal and discuss the implications of the EDI data	2 hours	Key Stakeholders: Representatives from each organization in the collaboration This will include cross sector partners- city government, parks and rec, safety, health, etc...
	Data Release for Schools- Schedule and Invite	School Champion	May 2018 (TBD)		Data Release Reveal and discuss the implications of the EDI data	1 hour	School district administration, principals, and teachers

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	Data Release for the Community-Schedule and Invite	Community Champion	May/June 2018 (TBD)	How would you like to release this data to the community? <ul style="list-style-type: none"> • Added to an existing event? • Local Electeds meeting? • At a community fair? (This may include the health van, job recruitment, kid's games, additional resources, etc....)	Data reveal and discuss the implications of the EDI data	This will depend on what the coalition decides with respect to timing and format of roll-out	Parents and other community stakeholders and advocates
	Plan and send invite for strategic planning meeting	Community Champion	June 2018 (TBD)		Revisit the Strategic Plan and integrate the EDI data	2 hours	Key Stakeholders: including parents, teachers, cross sector partners, neighborhood advocates, and collaborative executive committee