

Sample Calendar for the School Year

August	September	October
<input type="checkbox"/> Identify a Project Building <input type="checkbox"/> Identify Target Student for Participation <input type="checkbox"/> Get Signed Release of Info <input type="checkbox"/> Complete Student Information Form	<input type="checkbox"/> Establish Team, Meeting Schedule, Baseline Data and Agendas for the Year <input type="checkbox"/> Complete Record Review <input type="checkbox"/> Hold Initial Meeting with Team to Complete Training & Establish Plan for the Year	<input type="checkbox"/> Monthly Team Meeting <input type="checkbox"/> Conduct Interviews & Surveys
November	December	January
<input type="checkbox"/> Monthly Team Meeting <input type="checkbox"/> Conduct ICIE Observations	<input type="checkbox"/> Monthly Team Meeting <input type="checkbox"/> Conduct ICIE Observations	<input type="checkbox"/> Monthly Team Meeting <input type="checkbox"/> Conduct ICIE Observations
February	March	April
<input type="checkbox"/> Monthly Team Meeting <input type="checkbox"/> Conduct ICIE Observations <input type="checkbox"/> Conduct Home Visit / Neighborhood Tour	<input type="checkbox"/> Monthly Team Meeting <input type="checkbox"/> Write Draft of Vocational Profile	<input type="checkbox"/> Monthly Team Meeting <input type="checkbox"/> Conduct Brain Blizzard Meeting <input type="checkbox"/> Establish Social Capital
May	June	July
<input type="checkbox"/> Monthly Team Meeting <input type="checkbox"/> Complete Visual Resume <input type="checkbox"/> Get State ID	<input type="checkbox"/> Monthly Team Meeting <input type="checkbox"/> Complete V3 Discovery Profile document and BYF Target Student Data form for baseline comparison <input type="checkbox"/> Use Profile to Write IEP Vision <input type="checkbox"/> Develop a Summer Employment Action Plan	<input type="checkbox"/> Implement Summer Job Opportunity for Student <input type="checkbox"/> Review End of the Year Data <input type="checkbox"/> Plan for Next Year

Team Meeting Sample Agenda:

- o Calendar Review
- o Follow Up on Action Items from Previous Meeting
- o Current Status Update
- o Problem Solve Issues / Concerns
- o Review Next Steps in Discovery
- o Develop Action Items for Next Steps