

## PHASE 1

# KICKOFF SESSIONS, PARTS 1 + 2

## Guidance for Transcend Design Partners

### Materials to support this session:

- Kickoff Part 1: Welcome to the Design Journey
  - [High-Level Overview of Part 1](#)
  - [Slides + Facilitation Notes](#)
  - **Videos:** [Why must we reimagine school?](#) | [Our Redesign Journey](#)
- [Asynchronous work to complete between Parts 1 + 2](#)
- Kickoff Part 2: Making Leaps through School Redesign
  - [High-Level Overview of Part 2](#)
  - [Slides + Facilitation Notes](#)
- [Sample language for email outreach](#)

### Overview:

The two-part Kickoff is an essential part of launching the design journey with a school and district partner. Over the course of two, 2-hour sessions, we'll build a shared purpose for our work together this year, orient the school and district partners to some of Transcend's key frameworks, and build clarity around what the journey will look and feel like. We'll take time to build partners' initial understanding of the required SAF grant elements and to get inspired by schools who are already making leaps in alignment with these elements. And critically, we'll take time to build and strengthen relationships among a group of people who will be working closely together all year.

The Kickoff Sessions should be attended by: the District Program manager, the school-based Design lead (likely the Principal), 1-2 other folks from each school, and any prioritized district-level folks (e.g. the CIO, CAO, Superintendent). For districts that have multiple SAF grant schools, you can do one Kickoff for all of those schools or have individual Kickoff sessions. Coaches should work with school and district partners to determine the best configuration.

### Objectives for this experience:

By the end of the Kickoff Part 1, we will...

- Have built shared understanding of why school needs to change and what this means in our district
- Understand the outcomes of the TEA grant and the high-level milestones of our redesign journey to get there
- Be able to describe what we mean by a community-driven design process and why this will be a key part of how we do our work
- Have built relationships among the folks in this group

By the end of Kickoff Part 2, we will have...

- Captured initial thinking on which Leaps we will prioritize based on our student reflection
- Developed an initial understanding of the key tenets of two of the required TEA grant elements: Blended Learning and Social-Emotional learning
- Be inspired by schools who are further along the path of innovation and captured initial ideas this sparks for our own redesign
- Strengthened our conviction in the need to reimagine school, have clarity on our path forward, and feel fired up for the work ahead.

## How this is situated in the larger Journey:

- The two-part Kickoff happens early in Phase 1 of the Journey. See the Phase 1 Unit Plan [here](#).
- Before the Kickoff: Coaches will have had at least one, 1-1 touch point with the District Program Manager, and one, 1-1 touch point with the Principal.
- After the Kickoff: Coaches will continue having 1-1s with the District and the Principal to prepare for the site visit, discuss who should be on the Design Team, and continue working towards other Phase 1 priorities.

## Key Points and What Matters Most:

Below you'll find key points about each element of Kickoff [Part 1](#) and [Part 2](#). Here is some high-level guidance about what matters most with the Kickoff overall:

**Exposure, not depth:** There's a lot of content in these sessions, but it's intentionally introduced at just a high level. The idea is to begin building some common language and understanding to give people the bigger picture, knowing that we will go deeper later in the journey. We're going whole → part. To that end, make sure you don't get lost in the details of explaining the intricacies of the R&D cycle or Blended Learning; keep it high level and reassure folks that we'll be revisiting all of this.

**Prioritize connection over content:** The Kickoff is not 4 hours of you talking at them or didactically teaching about Transcend's frameworks. Take advantage of the planned discussion moments (and maybe some unplanned ones!). Make the call real-time to spend more or less time on a given section based on the group's energy and the flow of the conversation. For example, if folks really get fired up about the conversation around the photos of school and why school needs to change in Part 1, you may make the choice to linger there and either spend less time on the Community-Driven Design portion, or even push that part to a future meeting.

**Lay the foundation for the school partner to lead in the future:** Many of the elements of the Kickoff are things that you'll likely repeat later in Phase 1 with a wider group, like during the Community Meeting, or when the Design Team launches in Phase 2. Having the school leader be a participant now enables them to help lead and "turnkey" those pieces with their team later in the journey. This is a key capacity building move.

## What is tight vs. loose?

### Tight:

- The activities in Parts 1 and 2 of the Kickoff have been intentionally designed and sequenced to lay a foundation for our work together with partners. The idea is also for some of these experiences to be replicated again by the Principal during the Community Meeting at the end of Phase 1. Given that, we recommend you follow the proposed session flow and facilitation notes as tightly as possible.

### Loose (places you may consider customizing):

- Decide which discussion moments you want to do as a whole group vs. break off into smaller groups.
- Swap out a different 'design challenge' for the opening of the Community Driven Design portion instead of party planning. If you do this, make sure it's something that feels accessible to people, and is also about designing an experience.
- Swap out different opening or closing activities (keeping in mind that you'll want ones that can be "turnkeyed" in the Community Meeting and/or with the Design Team later on)

## Coach prep needed beforehand:

- Make a copy of the slide decks so that you can customize them. Note that specific slides are tagged where customization is needed, in addition to any other changes you might make.
- Give the slides + notes a detailed read through, and rehearse with a buddy as needed to hit the key points.
- Send a reminder email to all attendees before each session that restates the pre-work and includes the zoom link and time for the upcoming Kickoff session.
- For both the asynchronous work between sessions, and for materials used in the Leaps Reflection Debrief in Part 2, **you will need to make a copy of the tools and then relink them in your slides**. When you do this, be sure to check permissions so that your partner can access these docs.
- In advance of Part 2, you'll need to do some light synthesis of their Leaps Reflection results. To do this, make a simple bar graph (10 leaps across X axis, folks average scores as Y axis) and copy it into the deck. You will likely need to send a reminder email to the group to nudge folks to complete the reflection survey.
- Add sections to your Phase 1 Journey Plan for Kickoff Parts 1 and 2 that include the links to all the materials and links from the session. After your sessions, jot down any additional next steps there.
- After Part 2, You'll upload the Leaps Prioritization Web deck to the Learning Notebook section of the School Design Hub so that the team can easily reference this later on.
- Other prep notes are listed below in the high-level overview of each session.

## Additional facilitation tips + potential pitfalls:

- Consider readiness for the Kickoff: Depending on how your initial 1-1 conversations with the District Program Manager and Principal go, you may want to have one or two more touch points with those folks before jumping into the Kickoff. Signs of readiness include establishing the

beginnings of a relationship, and feeling confident that the partner won't be completely overwhelmed by the content in the Kickoff sessions.

- Balance leading and listening: While there's a lot of key content in these sessions, it's critical to make ample space for the school and district partners to share and discuss what's coming up for them. We are entering into our partners' world, and it's essential that we strike a balance of listening and learning while also helping them build clarity and conviction around the work ahead.
- Strategic use of breakouts: Depending on group size, you may want to split into breakouts for certain parts (e.g. the discussion about Leaps in Part 2). If there are multiple schools, you'll want to be strategic about when you split by school, or have mixed groups.
- Be aware of power dynamics: Having district- and school-based folks in the room together, as well as a principal and other members of their staff, means that there are inherent power dynamics at play. Use your facilitation moves to bring quieter voices into the conversation. And, note any dynamics that do begin to emerge, as well as any insights around the Conditions in the district/school(s), so that you can keep them in mind as you dig into the work beyond the kickoff.

# Kickoff Part 1: Welcome to the Design Journey

High-level Overview | [Slides here](#)

## Pre-work

Prior to Kickoff Part 1, all attendees should:

- Watch [this video](#) on Extraordinary, Equitable Learning [~7 min]
- [Read the Leaps 1 pager](#)
- Read the [Overview of the Redesign Journey](#)

## Session at a glance

| Time (2 hrs) | Session Element                          |
|--------------|--|
| :00-:25      | Welcome, Relationship Building + Framing |
| :25-:50      | Why must we reimagine school?            |
| :50-1:10     | Our Redesign Journey                     |
| 1:10-1:50    | What is Community Driven Design?         |
| 1:50-2:00    | Closing + Next Steps                     |

## Overview + Key Points

| Session element   | Purpose, Key Points, Details  |
|---|---|
| <b>Welcome, Relationship Building + Framing [:00-:25]</b> | <p><b>Purpose of this section:</b> Start the Kickoff on an inspirational, hopeful note and to make space for everyone there to make a personal connection to the work we'll be engaging in together.</p> <p><b>What this part looks / sounds like:</b></p> <ul style="list-style-type: none"><li>- Once everyone is settled, you'll start with the Imagination Cards opener.</li><li>- You model this first: Pick one of the quotes from <a href="#">the deck</a> and share why this quote resonates with you and your "why" for doing this work. Model the level of vulnerability that you'd want others to share.</li><li>- Then, share the full deck via chat and turn on some music so folks can read through the quotes. At the end of the song, have folks share which quote they chose and why.</li><li>- After the quote activity, you'll frame up our outcomes and agenda for the Kickoff meeting.</li></ul> <p><b>Other details + tips:</b></p> <ul style="list-style-type: none"><li>- Beginning to build trusting relationships with the school and district partners and among individuals in the group is a key outcome of the Kickoff, so you'll want to spend a full 20-25 minutes here.</li><li>- Have music teed up ready beforehand (i.e. via Spotify or YouTube) and make sure you're set up to share screen as well as audio.</li><li>- At some point in this section, you'll want to make sure everyone knows how to use zoom. Consider modifying a slide <a href="#">like this</a> and dropping it into your deck.</li></ul> |

|   |  |
|---|--|
| <p><b>Why must we reimagine school?</b><br/>[:25-:50]</p> <p>Watch a recording of this section <a href="#">here</a> [12:34]</p> | <p><b>Purpose of this section:</b> This part is about telling a story about why schools haven't changed, to help build folks' conviction in the need to reimagine them. Another goal is to introduce them to the Leaps and lay a first coat of paint around this framework.</p> <p><b>What this part looks/sounds like:</b></p> <ul style="list-style-type: none"> <li>- You'll walk through a set of photos of how other industries have changed, but how school has not. This will lead into an intro of the Leaps framework.</li> <li>- You'll ask partners to share about Leaps they're already making and where they see gaps, and how that relates to their impetus for applying for the SAF grant and hopes for the work this year.</li> </ul> <p><b>Other details + tips:</b></p> <ul style="list-style-type: none"> <li>- Make sure to review the talking points in the slides for this section (especially if you've used these slides in the past!). They've been sequenced to tell a coherent story and include specific language to lead up to the Leaps and Transcend's mission and theory of action.</li> <li>- You'll want to move through the photos slides relatively quickly so that you can spend the bulk of this time engaged in discussion about the Leaps.</li> <li>- Consider customizing the slide about the pandemic, based on what you know about this school / district's experience in 2020-21 (and currently).</li> <li>- If you have an especially large group (i.e. over 8 people), consider leveraging breakouts for the discussion about which Leaps the school / district are already making.</li> </ul> |
| <p><b>Our Redesign Journey</b> [:50-01:10]</p> <p>Watch a recording of this section <a href="#">here</a> [15:36]</p>            | <p><b>Purpose of this section:</b> To give partners exposure to concepts and frameworks that we'll return to throughout the journey (e.g. the Blueprint) and a sense of where we're going and how we'll get there.</p> <p><b>What this part looks/sounds like:</b></p> <ul style="list-style-type: none"> <li>- You'll give a fly-over of the work we'll do together, including a quick introduction to some of Transcend's core schema: what we mean by Design, Conditions, and a Community Driven-Design Process.</li> <li>- You'll mention elements of the grant (which we'll go deeper on in Kickoff Part 2), and talk through the visuals for what our journey will look like for the next 3 years and this Planning year in particular.</li> </ul> <p><b>Other details + tips:</b></p> <ul style="list-style-type: none"> <li>- Remember: this is the first coat of paint on our frameworks. Keep your descriptions of things like the Blueprint pretty high level, both to manage folks' cognitive load and to be mindful of your airtime.</li> <li>- Folks will likely have lots of questions; use your judgement to field some and hold others for future discussion (make sure to capture them!).</li> <li>- If there are two Transcenders facilitating, consider trading off between this section and the ones before and after.</li> </ul>   |
| <p><b>What is Community-Driven Design?</b> [01:10-01:50]</p>  | <p><b>Purpose of this section:</b> Build folks' conviction in the need to bring many voices into the redesign journey versus lead a top-down design process, and begin to build clarity on what we mean when we say that this process will be Community-Driven.</p> <p><b>What this part looks/sounds like:</b></p> <ul style="list-style-type: none"> <li>- You'll introduce this concept through a fun and quick design exercise about planning a party.</li> <li>- You'll pair folks up and do this in two rounds: the first round, they'll plan a party for</li> </ul>   |

|   |  |
|---|--|
|   | <p>their partner without talking to them at all (IGNORE). The second time, they'll actually plan the party together (COLLABORATE).</p> <ul style="list-style-type: none"> <li>- In your debrief, folks will likely name that the second round both felt better / more inclusive, and led to a better party, which are two key reasons why we engage in a Community-Driven process.</li> <li>- You'll then introduce the Types of Community Engagement graphic. The conversation here is about HOW we will engage the community throughout this process.</li> <li>- The key points are that we use all 4 of these types of engagement. One is not "better" than another; different ones will make sense for different decisions. And, whenever possible, we want to push ourselves to consider if and how we might bring more folks into the process.</li> <li>- Last, you'll mention the Build your Team &amp; Coalition Guide which they should engage with as post-work coming out of Kickoff Part 1. This will help them think through who should be on their Design Team, and is something you'll talk more with them about in your 1-1s.</li> </ul> <p><b>Other details + tips:</b></p> <ul style="list-style-type: none"> <li>- You'll stay as a whole group for the first round of party planning (to maximize the awkwardness) but you'll go into breakouts for the second part. Make sure you have pairings teed up before you get to this section, and breakouts ready to go so there isn't lag time.</li> </ul> |
| <p><b>Next Steps + Closing</b><br/><b>[01:50-02:00]</b></p> | <p><b>Purpose of this section:</b> Bookend the experience with a moment of reflection and connection, and to ensure folks know what comes next including the pre-work and timing for Kickoff Part 2.</p> <p><b>What this part looks/sounds like:</b></p> <ul style="list-style-type: none"> <li>- If time, make space for folks to share an aha they're leaving with from today.</li> <li>- Then, describe the pre-work to complete before Part 2 and remind them of the logistics of that meeting.</li> </ul> <p><b>Other details + tips:</b></p> <ul style="list-style-type: none"> <li>- You'll need to make a copy of the <a href="#">Leaps Reflection doc</a>, the <a href="#">survey linked within it</a>, and the <a href="#">Guide: Build your Team + Coalition</a>. Once you have copies, link these into that slide and then in your Phase 1 Journey Plan.</li> <li>- Make sure you send a follow up email (ideally within a few hours of the session) with links to the pre-work and a reminder about the next session.</li> </ul>  |

## Asynchronous work between Kickoff Parts 1 and 2

All participants should:

- Review the [Guide to Build your Team + Coalition](#) and begin thinking about who would be a good fit for your Design Team. *Note: this is not something that will be explicitly discussed in Kickoff Part 2; rather, this will be a topic in 1-1s between the Principal + the Transcend Design Partner.*
- Complete the [Leaps Reflection](#).
- Bring a piece of paper and a writing / drawing utensil to Part 2 of the Kickoff.

**Note: Coaches will need to make a copy of these two documents, as well as the survey linked within the Leaps Reflection, before sharing with school partners.**



## Kickoff Part 2: Making Leaps through School Redesign

High-level Overview | [Slides here](#)

### Agenda at a glance

| Time (2 hrs) | Session Element                          |
|--------------|--|
| :00-:20      | Welcome, Relationship Building + Framing |
| :20-:45      | Leaps Reflection Debrief                 |
| :45-1:45     | Exploring the TEA Grant Elements         |
| 1:45-2:00    | Closing + Next Steps                     |

### Overview + Key Points

| Session element  | Purpose, Key Points, Details  |
|--|---|
| <b>Welcome, Relationship Building + Framing</b><br>[:00-:20] | <p><b>Purpose of this section:</b> Continue setting tone for what it looks like to partner with Transcend. The Neighborhood Stories opener is a chance for people to practice deep listening and to feel seen by their colleagues.</p> <p><b>What this part looks/sounds like:</b></p> <ul style="list-style-type: none"><li>- You'll pair folks up, and ask them to describe the neighborhood they grew up in as a child to their buddy. The buddy listens, then they switch. Next, everyone takes 3 minutes to draw their buddy's neighborhood, and then they share back.</li><li>- You'll come back to the whole group to debrief how that felt.</li><li>- Share why we did this activity (to get quick practice around deep listening; to feel seen / known and foster a sense of belonging which supports learning)</li><li>- You'll name the objectives + agenda for our time today.</li></ul> <p><b>Other details + tips:</b></p> <ul style="list-style-type: none"><li>- Before you start the session, decide who your partners will be and get breakouts teed up right away as folks start entering the room.</li><li>- Jump right in with the instructions for the opener. Make sure folks have their paper and pencil, and then send them to breakouts.</li><li>- The timing is quick, so broadcast reminders to folks in breakouts about how much time is left, when they should transition between partners and from sharing to learning, etc.</li></ul> |
| <b>Debrief Leaps Diagnostic</b><br>[:20-:50]                 | <p><b>Purpose of this section:</b> to ground in the lived experience of students who are not being served by the current school / system; to deepen folks' familiarity with the Leaps.</p> <p><b>What this part looks/sounds like:</b></p> <ul style="list-style-type: none"><li>- In the same partners as the opener, folks will go into breakouts to briefly share about the student they chose for the Leaps Reflection.</li><li>- Then you'll show the roll up of the data from everyone's Leaps reflection for pre-work. Have a brief discussion about what you see.</li><li>- Next, you'll transition to an 'imagination' space, around what is possible.</li><li>- People will consider which leaps would make the most meaningful difference for</li></ul>  |

|  |   |
|--|---|
|  | <p>the student they chose in shifting their experience and outcomes. (Note: this is kind of like the question they did for pre-work, but in reverse. Instead of, to what extent is this student experiencing these leaps, now you're saying: which leaps would make the biggest difference?)</p> <ul style="list-style-type: none"> <li>- You'll have folks click into the deck/workspace, give instructions for them to make a 'leaps web' that includes the 2-4 leaps they chose, and walk through an example.</li> <li>- Then you'll give folks work time to create their web.</li> <li>- You'll gallery walk what folks have created and have a brief discussion about points of resonance and dissonance.</li> <li>- Finally, you'll ask folks to share in chat which 2 Leaps they think the team should prioritize through the redesign process.</li> </ul> <p><b>Other details + tips:</b></p> <ul style="list-style-type: none"> <li>- Before this session, you'll need to make a bar graph from the Leaps Reflection data and put it into the deck. You'll also need to make a copy of the <a href="#">Leaps Prioritization Web deck</a> and relink it in your slides.</li> <li>- If the group is small (~4) consider keeping folks whole-group for the initial share out about who they chose and why.</li> <li>- Consider remaking the example slide to an example of a student that you would do this reflection around, so that it is more personal for you as a facilitator.</li> <li>- Use this conversation as a moment to gauge Conditions. How willing are the folks on this call to talk openly about challenges their students are facing? How does that vary based on positional power and who is in the room? If you hear places of discrepancy (i.e. a really high rating across the board for Leaps), don't push back yet; rather, stay on the same side of the table as the partner and note this for yourself as something to revisit.</li> <li>- This conversation is going to feel quick! Again, this is the first coat of paint. It's more important that you all have the conversation than that you walk out with a set of prioritized leaps, since you'll be repeating this exercise with the Design Team.</li> </ul> |
| <p><b>Exploring the TEA Grant Elements</b><br/>[:50-1:50]</p> <p>Watch a recording of the Blended Learning section (slides 22-26) <a href="#">here</a> [14:31]</p> <p>Watch a recording of the SEL section (slides 31-36) <a href="#">here</a> [11:14]</p> | <p><b>Purpose of this section:</b> To gain a shared understanding of the definition of each of the grant elements; for the coach to begin to understand the school's knowledge of blended learning and SEL, identify places where these elements are already happening, and to surface any fears about these elements.</p> <p><b>What this part looks/sounds like:</b></p> <ul style="list-style-type: none"> <li>- This is largely a really quick overview of the grant elements. You'll give some context on the elements and how they connect to the Leaps.</li> <li>- In the Blended section, you'll show a short film clip and then have a quick discussion about their reactions and similar practices in their school. You'll then have a brief back and forth with them about modalities and models. <ul style="list-style-type: none"> <li>- Note: the Blended Learning video here, while imperfect, has been intentionally chosen for the Kickoff because it gives a high level overview of blended learning as a whole, and the different modalities possible in a blended model. We suggest you stick with this video, and know that additional video clips of other blended learning models are available to build folks' understanding of specific approaches to BL later in the process.</li> </ul> </li> <li>- After discussing Blended Learning, you will mention two related grant elements: High Quality Instructional Materials (HQIM) and High Dosage Tutoring. These will be defined and discussed more quickly.</li> <li>- In the SEL section, you'll introduce the <a href="#">SEL Framework</a>, show a short film clip and then have a brief discussion about their reactions and current practices in their school.</li> </ul>   |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>- You can email the SEL Framework ahead of time or share it during the session. School partners will not need to read it ahead of time. You can also choose during the session to simply talk through the SEL framework, rather than having partners read it.</li> <li>- At the end, you'll briefly introduce the requirement of Extended Learning Time before moving on.</li> </ul> <p><b>Other details + tips:</b></p> <ul style="list-style-type: none"> <li>- Keep it at a high level! There will be plenty of time to really dig deeply into all of this information throughout the journey. Think of this as a first coat of paint and really lean into the purpose of this section stated above.</li> <li>- We have capped this time at 60 minutes given the purpose of the conversation. However; if you find the team lingering in a section, you should decide the best path forward as you "read the room". For example, you could find a way to gently nudge the conversation forward reminding the team of the purpose of this conversation, or you could choose to dwell a bit longer and handle some of the other pieces in follow up (e.g. send a note with the other elements and a few guiding questions). Overall, we want to be efficient in these conversations, but not have an unnecessary sense of urgency.</li> <li>- Make sure to have a note-taker, or ask if you can record the conversation. You will want to capture notes on the comments, examples, and evidence school partners share so you can use it to follow up later when you are creating the Current State Blueprint. You won't get all of the details today, but you will start to get a feel for what the school might be doing.</li> </ul> |
| <p><b>Next Steps + Closing</b><br/>[01:50-02:00]</p> | <p><b>Purpose of this section:</b> Hold space for folks to share what is on their hearts and minds leaving coming out of the kickoff. Bring folks back to the bigger picture and make sure they're clear on next steps.</p> <p><b>What this part looks/sounds like:</b></p> <ul style="list-style-type: none"> <li>- You'll share the one-slide overview of Phase 1. Give them a moment to read, and then summarize the key points, especially what comes next. If you have time, take any questions.</li> <li>- Restate any concrete next steps you have. This will be customized for each school, so you'll need to add these to the slides.</li> <li>- Close out on a reflective note using the 4 As protocol.</li> </ul> <p><b>Other details + tips:</b></p> <ul style="list-style-type: none"> <li>- This section is intentionally sequenced to close out on the reflective note vs. a logistical note. Name next steps and do the tactical parts before the 4 As.</li> <li>- Make sure to send a follow up email after the Kickoff to recap next steps and include links to the Blended learning + SEL resources that you referenced during the Grant Components section of the session.</li> </ul>   |

## Sample Language for Email Outreach

Initial outreach to all participants, once the call is scheduled

Hello \_\_\_\_,

My colleague \_\_\_\_ and I are looking forward to officially kicking off our redesign work together this XX day. Our Kickoff will take place virtually across two, 2-hr sessions:

- Part 1: XX date / time with timezone listed
- Part 2: XX date / time with timezone listed

I've sent you calendar invites with a Zoom link for each of these times. We recommend participating in the Kickoff from a computer. If you don't already have Zoom downloaded, you can do that [here](#). Additionally, if multiple members of your team will be physically together, we strongly recommend that each person join the Zoom on a separate device to support smoother breakout discussions.

In preparation for Kickoff Part 1, please do the following (est time: 20-30 min):

- Watch [this video](#) [~7 min] on Extraordinary, Equitable Learning
- Read [this 1-page overview](#) about the Leaps for 21st Century Learning
- Read the [Overview of the Redesign Journey](#)

Please reach out to me if you have any questions. Otherwise, we look forward to seeing you on XX day at YY time!

In partnership,

<your name>

Reminder, send ~24 hours before Part 1

Hello \_\_\_\_,

Looking forward to seeing you tomorrow at XX time for Part 1 of our school redesign journey Kickoff. Our zoom link is here: <add zoom link>

As a reminder, in preparation for our call, please do the following (est time: 20-30 min):

- Watch [this video](#) [~7 min] on Extraordinary, Equitable Learning
- Read [this 1-page overview](#) about the Leaps for 21st Century Learning
- Read the [Overview of the Redesign Journey](#)

Let me know if you have any questions, otherwise we'll see you tomorrow at XX time!

In partnership,

<your name>

## Follow up from Kickoff Part 1

Hello \_\_\_\_,

Thanks so much for such a great start to our Kickoff today. <add any other highlights from the call you want to mention>

Kickoff Part 2 will take place at XX day / YY time. As we shared at the end of our time, there are three pieces of prep to complete between now and Part 2 (est time: ~20-30 min):

- Complete the **Leaps Reflection**, including the survey, at least 24 hours before our call
- Review the **Guide to Building your Team + Coalition**, and begin thinking about who could be a good fit for your campus design team.
- Bring a piece of paper and a writing or drawing implement to Kickoff Part 2.

Don't hesitate to reach out with any questions in the meantime.

In partnership,

<your name>

## Send 48 hours before Kickoff Part 2

Hello \_\_\_\_,

Wanted to send a quick reminder that Part 2 of our Kickoff for our school redesign journey is coming up on XX day / YY time. By EOD tomorrow, please make sure to complete the **Leaps Reflection**, so that I have time to compile the data in advance of our meeting. And don't forget to bring a piece of paper and writing implement to our meeting.

See you on XX day!

In partnership,

<your name>