**STEP 1 - District Planning Session**

60-90 min

*Recommended Participants:*

* Superintendent and/or Assistant Superintendent
* District-level “Project Champion” who will serve as a point person and project manager
* Middle School Principals

*Meeting Goals:*

* Know who key partners, district champions, and MS teams will be
* Understand various roles and responsibilities of champions, partners, and MS teams
* Be able to articulate project goals, adapted 8th grade outcomes, and project timeline

*Meeting Resources/Handouts*

* [Middle School Resources Overview Presentation](https://www.arizonafuture.org/media/jm5clfmz/career-exploration-resources-edited-rb.pptx)
* [Process Overview](https://www.arizonafuture.org/media/pflfemrp/process-overview.pdf)
* [AT-A-GLANCE](https://www.arizonafuture.org/media/tbdpovam/resources-at-a-glance.docx)

*Agenda*

1. **Introductions**
2. **CFA Resources and Overview of Process**
3. **Goal setting**

What are the district's goals?

What are the local/site-level interests?

What adaptations do we want to make to 8th Grade Career Exploration Outcomes

(See Process Overview for ADE recommended outcomes)

1. **Roles and responsibilities**

Who is the district level champion?

Who are Middle School Implementation Team members?

Who are external partners?

Example of site-specific partner = Higher Ground

Example of district-level partners = County Superintendent, Chamber of Commerce

1. **Basic planning timeline**

When do we hope to implement MS Career Exploration Plan 1.0?

What key dates/events do we need to work around?

Are there already planning and development times scheduled that could be used for MS Teams implementation planning?