

MONTANA FARM TO SCHOOL INSTITUTE



Roles + Timeline

TIMELINE	EXPECTATION/TASK	SCHOOL TEAM ROLE	COACH ROLE
May-June 2022	Two F2S Coach trainings (virtual)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Attend trainings
May 24, 2022 3:30 – 4:30pm	Orientation Webinar	<ul style="list-style-type: none"> All team members attend, strongly recommended to attend live, may watch recording. Coordinate prior to the meeting to: designate a spokesperson to introduce team, create slide with team photos, photo demonstrating current F2S initiative(s), and photo of Montana food that represents team. 	<ul style="list-style-type: none"> Attend Orientation Webinar live. Remind team of Orientation Webinar preparation tasks.
May 2022	Program Fee	<ul style="list-style-type: none"> Pay program fee (\$400 per team) 	<ul style="list-style-type: none"> N/A
May-August 2022	Coach and School Team Connect	<ul style="list-style-type: none"> Identify a team liaison who will be the primary point of contact with your coach. Team liaison will work with your coach to schedule meetings for F2S action planning, 	<ul style="list-style-type: none"> Meet with school team prior to the Summer Retreat, preferably in-person. Discuss current F2S efforts, goals, team member roles, etc.

		reflection, and evaluation at the Summer Retreat and into the following school year.	
June-August 2022	Pre-assessments + Pre-work	<ul style="list-style-type: none"> Complete pre-assessments which are emailed to team. 	<ul style="list-style-type: none"> Remind school team to complete pre-assessments.
August 2022	Coach Invoice	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Submit first invoice to Aubree.
August 16-18, 2022	Summer Retreat	<ul style="list-style-type: none"> Team members attend three-day in-person Summer Retreat. Come to the Summer Retreat ready to fully engage and bring their strengths and knowledge to the table. Show up committed to learn, collaborate, and hear all voices on the team. Have the pre-work for the Institute completed. Develop a F2S Action Plan at Summer Retreat. Team members will provide the ideas, strategies, partners, and context that will comprise the action plan. Approach challenges, roadblocks and team collaboration hiccups with an open mind, curiosity, and respectful discourse. Provide input regarding relationship with Coach. 	<ul style="list-style-type: none"> Attend three-day in-person Summer Retreat. Facilitate a process of collectively defining team norms and developing shared agreements for working together, to ensure positive and productive team dynamics. Facilitate team engagement in a way that ensures all voices are heard. Facilitate the development of a collaborative values statement for the team. Assist school team in completing pre-assessments/pre-work. Work with the team liaison to initiate and coordinate logistics of team meetings during the Summer Retreat ("team time") and beyond. Facilitate the team's development of the F2S Action Plan during the Institute. Support the team in identifying and accessing resources. Provide ideas for

			<p>technical assistance for progressing on the Action Plan.</p> <ul style="list-style-type: none"> • Provide the team with guidance, help setting realistic goals, inspiration, and advice. • Support the team in overcoming challenges through collaboration. • Bring up any concerns or ask for advice if you need it during coach debrief sessions each evening at the Institute, quarterly coach cohort calls, or directly with the Institute coordinators.
August 2022-May 2023	Farm to School Action Plan Implementation	<ul style="list-style-type: none"> • Convene the team regularly during the school year. Communicate with Coach regarding meetings and progress. • Encourage full team participation in reflection, implementation, and evaluation of F2S Action Plan. • Share press, photos, videos, student work, menus, curriculum innovations, and other evidence of F2S efforts with the school-community and Institute coordinators. • Share in creating and implementing a communications plan. • Deepen team's practice by participating in peer-to-peer and professional learning based on team interests and needs. • Share feedback with coaches about their role and effectiveness of coaching in an on-going manner. • Market F2S Action Plan and progress with their school community. Seek to engage others and expand the diversity of the team. 	<ul style="list-style-type: none"> • During the school year, support and guide the team, rather than do it for them. Listen, reflect, evaluate, and support the team's implementation of and reflection on the F2S Action Plan. • Meet with assigned school team at least four times during school year with at least one in-person meeting to provide coaching on implementation of the team's action plan. Regularly communicate with the team to help keep them on track and motivated. • Ensure organization of team files and track F2S Action Plan updates. • Celebrate success! • Help the team develop a communications strategy. • Encourage/remind the team to collect data, take pictures, and market their program. • Help team find peer-to-peer learning opportunities and provide professional development.

			<ul style="list-style-type: none"> • Receive and integrate feedback from the team. • Support teams in creative ways to engage representation of the full breadth of the school community. • Regularly participate in on-going evaluation of the Institute.
	Coach/Team Relationship Check-in	<ul style="list-style-type: none"> • Communicate with Coach of Coaches to provide input on team/Coach relationship. 	<ul style="list-style-type: none"> • Coach of Coaches will contact teams prior to the first quarterly coach call to gather in put on the team/Coach relationship.
August 2022- June 2023	Quarterly Coach Calls (Virtual)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Participate in quarterly coaching cohort calls with Institute coaches, Advisory Team, and staff. Report to the cohort about team status and progress on F2S Action Plan. Share successes, challenges, and questions. • Use Cohort calls to stay informed about timely resources and F2S opportunities; share back relevant information with the team
January 2023	Mid-Year Gathering (Virtual)	<ul style="list-style-type: none"> • (Optional) Team members attend Mid-Year Gathering to provide updates connect with other teams for peer-to-peer learning. 	<ul style="list-style-type: none"> • Attend mid-year virtual gathering. Share updates from teams, participate in the peer learning.
May 2023	End of Year Reflection Event (Virtual)	<ul style="list-style-type: none"> • All team members attend virtual End of Year Reflection event. • Prepare presentation with action plan progress, successes and challenges, and goals for the following school year. 	<ul style="list-style-type: none"> • Support school team in preparing their presentation and updating action plan.

May 2023	Post-Assessments	<ul style="list-style-type: none"> Complete post-assessments. 	<ul style="list-style-type: none"> Support school team in completing post-assessments. Provide input on Institute and coaching experience.
May 2023	Coach Invoice	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Send second invoice to Aubree.