



Toolkit for Building Partnerships between Schools and Businesses or Organizations across South Washington County Schools

Partnership: An on-going mutually beneficial relationship between schools and community.

Parameters for partnerships:

- Partnerships will be in place to support student achievement, and educational opportunities and programs.
- Partnerships should be aligned with the strategic plan and values of the district.
- Stated goals will drive the partnership effort.
- A partnership plan is in place outlining the scope of the program, a timeline, roles and responsibilities, outcomes and evaluation methods.
- Partnership activities are reported by administration involved in the partnership, through the process of the annual review of the strategic plan.
- Communication will be open and ongoing between parties.
- Organizations and businesses should not be relied on solely for financial support.

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Partnership Planning Process

When working to create or formalize a partnership with an organization outside of the school system, use the following to guide the partnership planning process.

1. Identify school needs and partnership opportunities

Create a partnership team to identify your school's needs and opportunities. A good place to start is with your School Improvement Plan that focuses on student achievement and improvement. Review the school partnership strategies and activities listed on the following page for ideas on potential opportunities. Be clear about what you want to achieve and that the activities are manageable.

2. Identify potential business / community resources

Define what you want in a partner and brainstorm possibilities. What are the businesses, non-profits, city groups, government, etc. close to your school? Where do your parents work? What about employee spouses? Ask others for suggestions.

3. Make Contact

Write, call or stop by the partner location. Phone calls are more effective than letters and visits are more effective than either calls or letters. Schedule a meeting and present a preliminary partnership outline. If the partner is interested, continue to step #4.

4. Partnership Development/Agreement

Determine who should be included in partnership planning activities. The team should have representatives from both partners and include members who will champion and support activities. Collaborative planning must operate from the beginning of a partnership. Involvement by key team members will minimize misunderstandings and problems during the implementation phase of your plan. Complete the School Partnership Agreement Form.

5. Track the Relationship and Keep it Healthy

Maintain regular contact with your partner(s) and ensure that projects are on time and on target. Track the value of cash, and in-kind (equipment, value of services, or merchandise) donations on the Donation Tracking Form. If changes need to be made to the agreement, complete a revised agreement form. Remember to thank your partners on a regular basis.

6. Annual Partnership Review/Evaluation

See the Activity Evaluation Forms (p. 9); Annual Partnership Evaluation Form (p. 10) and Original Partnership Agreement.



Ideas for Activities – Partnership Categories

Identify 2-4 potential partnership projects from the ideas listed below or create your own. Partner contributions could be funding, equipment or product donations, or partner time / expertise.

1. Academic Enrichment

- academic tutors
- develop projects to support real-world oriented connections to math and science
- develop project-based learning units to solve real-world and/or community issues
- lead class presentations on financial management
- serve as judges for various school events
- sponsor field trips based on specific academic area
- provide a classroom demonstration on your business skill

2. Student Development/Citizenship

- Join food drive efforts, clean up days, support school character-education activities
- Student mentoring programs

3. College/Career Readiness

- Classroom speakers
- Organize site visits
- Speakers for school-based career days
- e-mentoring based on school initiatives
- Career Shadowing
- Internships and worksite learning experiences

4. Student Incentives/Motivation

- Sponsor contests in art, writing, math, reading, etc.
- Support Student of the Month, academic all-stars, random acts of kindness, etc.
- Sponsor student scholarships

5. Support for Families in Need

- Sponsor needy families at holiday times
- Back to school supply drive
- Offer dental services onsite
- Contribute to “angel fund” to pay for lunch and/or student necessities
- After-school program scholarships

6. Teacher/Staff Support and Recognition

- Provide food/supplies for staff recognition



- Publicize/promote the school in company communications, community events, etc.
- Establish grant program for teachers to implement special projects in their classrooms

7. Support School Administrative or Building Functions

- Participate on committee work
- Fundraising
- Assist in school publications
- School cleanup activities
- Create/enhance parenting library
- Create/enhance a parent resource center

8. How Schools Can Support Partners

- Recognition on a marquee or at a public meeting
- Nominate your partners for state and district awards
- Send notes from students to thank partners for their activities.
- Have a special place in the school to announce and highlight partnership activities.
- Have choral or musical performances at the partners' business during the holidays.
- Provide student art work for a partner's lobby or for holiday cards.
- Media coverage by sending news releases and notifying media of special events
- Appreciation at breakfast or luncheon programs.
- Include Partners in Education column in the school newsletter
- Share or provide photographs of students and partners working together
- Plaques and banners to thank the partner for their commitment
- Free tickets to school sporting events or other activities
- Volunteer to assist at a special company event
- Invite your partner to shadow a teacher or administrator
- Open in-service sessions to company staff



School / Community Partner Agreement

AND

SCHOOL NAME

BUSINESS/COMMUNITY PARTNER NAME

This agreement is completed by the school principal and partner liaison. Both parties should maintain a file copy.

School Name		Organization/Community Partner	
School Leader / Title:		Partner Leader Contact/Title	
Mailing Address/Zip		Mailing Address/Zip	
Phone	Email	Phone	Email
Primary Contact/Coordinator Name		Primary Contact/Coordinator Name	

Partnership Start Date:

End Date:

Annual Review Date:

Partnership Resource Contributions

School Contributions

of Volunteers, Mentors and/or Speakers: _____

Estimated Materials Costs: _____

Estimated # of Hours: _____

Advertising/Promotions: _____

Estimated Financial/Product donation: _____

PARTNERSHIP FOCUS – check all that apply

- € Academic Achievement – Read to students, tutor, provide technical expertise, display student work
- € Student Development/Citizenship – Mentoring, character education activities, sponsor contests, support student led efforts, service learning
- € College/Career Readiness – Offer job shadowing, internships, site visits, career fair or career day, career materials
- € Student Incentives/Motivation – Sponsor contests in writing, art, math, science, etc., support student of the month or end of term/year student recognition programs, academic all-star program, create student scholarship program.



- € Support Families in Need – back to school fund drive, “angel” fund, afterschool scholarships, offer dental services
- € Teacher/Staff Support or Recognition - Invite teachers to in-house training, seminars, provide job shadowing for teachers, provide food/supplies for recognition or training, establish teacher grant program.
- € Support School Administrative or Building Functions – school committee work, fundraising, create school publications/communications, school cleanup, enhance the library or school environment, create parent center, etc.
- € Other:

Estimated number of students impacted: _____

Shared Partner Goal(s):

Partner Goal(s):

Partner Commitments:

School Goal(s)



School Commitments:

All volunteers are required to complete an application and undergo a criminal background screening conducted through the SWCS Human Resource Department, in accordance with required background check policy. All principals have the decision-making authority regarding volunteers and volunteer opportunities at the schools.

We agree to a partnership in education, which will enhance and improve the quality of education and meet the needs of the students, educators, and the community. We agree to partnership activities and responsibilities; to review progress and partner status on an annual basis; and on any mutually agreed upon changes to the partner agreement.

Parties should attach a completed one-year calendar of agreed upon activities.

SIGNATURES

School Partner – Printed Principal Name and Signature

Date

Business/Community Partner – Printed Name and Signature

Date



Activity Evaluation Form

Partners

School: _____ Business: _____

School Partnership Coordinator Name: _____

Phone: _____ E-mail: _____

Community Entity Partnership Coordinator Name: _____

Phone: _____ E-mail: _____

Activity Information

Name of activity: _____ Date of activity: _____

What worked well? _____

What needs to change to make the activity or objective more successful in the future? _____

Did this activity meet our objective? (Why or why not?) _____

Specific target groups involved: _____

Number of people involved in your target groups: _____

Is there need for additional participants? _____ How many? _____

Who needs to be involved? _____

Volunteer Resources (hours) _____ Monetary Resources (\$ amount) _____

Other Resources (please list): _____

Grant programs or other sources (please list): _____



Annual Partnership Evaluation Form

Partnership Information

School: _____ School Year: _____

Business: _____

Partnership Coordinator _____

Phone: _____ E-mail _____

Activity Summary Statistics

Total number of activities: _____

Total # people involved: _____

Students: _____

School Staff: _____

Employees: _____

Families: _____

Resources: School /Business Total

Total Volunteer Hours spent on activities _____

Other in-kind resources (please list): _____

Total monetary resources spent on or contributed toward activities \$ _____

Please note below any special grant programs, national corporate resources or other resources that may have been contributed.





District 833 Measurement Tracking Form

Year	Number of Activities	Number of People	Total Volunteer Hours	In-kind Resources Received	Monetary Resources Spent

Name of partnership _____

Name of School _____

Name of Community Entity _____

Tips for completion of the “Measurement Tracking Form:”

- General qualitative comments / key highlights / notable accomplishments: (Year ____)
- Tracking progress is important for both the school / district and the business or organization involved in a partnership. Evaluation of programs to ensure success for both sides of the partnership is essential to determine the worthiness and benefits of the overall partnership.
- Complete one tracking form for each partnership
- Annual reporting should include sending this document to the District’s Partnership Internal Coordinators, Jodi Witte at jwitte@sowashco.k12.mn.us or Barbara Brown at bbrown6@sowashco.k12.mn.us - both with offices at the District Service Center.





Business / Community Measurement Tracking Form

Year	Number of Activities	Number of People	Total Volunteer Hours	In-kind Resources Received	Monetary Resources Spent

Name of partnership _____

Name of School _____

Name of Community Entity _____

Tips for completion of the “Measurement Tracking Form:”

- General qualitative comments / key highlights / notable accomplishments: (Year ____)
- Tracking progress is important for both the school / district and the business or organization involved in a partnership. Evaluation of programs to ensure success for both sides of the partnership is essential to determine the worthiness and benefits of the overall partnership.
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Understanding How Education and Business Cultures Differ

It is important to recognize that public school systems and business/industry and other community entities often operate on different value systems. If unchecked, cultural differences could hinder communication and stall partnership efforts.

Tips for Successful Cultural Navigation:

- Get to know your partner by reviewing the cultural differences outlined below. Knowing your partner well is absolutely essential to creating a successful partnership.
- Be aware of the cultural differences at all times and deal with in a positive way. Awareness is critical.
- When forming a partnership, review the table below. What would you add or delete? You may do this periodically as a way to prevent problems.

VALUES/CONTEXT	EDUCATION	BUSINESS/COMMUNITY ENTITY
PURPOSE/PRODUCTS	Help all children succeed	Competition-based--winners and losers
	Reading/Math/Science test scores and college ready	Produce products and services
TIME	<ul style="list-style-type: none"> • Measured by curriculum and testing • Time tightly scheduled; master calendar and school-year based; classroom schedules. • Educators tend to students first 	<ul style="list-style-type: none"> • Time is money • Self-managed schedule: meetings, deadlines, fiscal year/annual calendar • Timely responses and quick action
AUTHORITY	Principals and district leaders have authority but success comes with the "buy-in" of staff, parents, and/or students.	Values decisiveness / authority
COMMUNICATIONS	Lacks access during school hours and limited time after/before school	Real time access to phones, computers, etc.
ENVIRONMENT	<ul style="list-style-type: none"> • Noisy and sometimes chaotic • Little contact outside of school • Some teachers can be suspicious of outsiders wanting to "fix" education 	<ul style="list-style-type: none"> • Generally quieter • Much contact outside of organization • "Do good / help improve education" attitude
ACCOUNTABILITY	State and federal government, parents, students, school district and community.	Stockholders, owners, customers, co-workers and community.
BUSY AND FATIGUE	Everyone is busy! To succeed, the partnership must be integrated into the core agendas of both parties. If seen as one more thing to do, moving forward will be challenged.	



Tips for Planning a Successful Partner Visit

Site Visit Goals

- Give your partner a chance to experience the look, feel, and culture of your school
- Learn more about your partner and share interests
- Identify next steps

Partner Travel

- Provide the street address and phone number and map or instructions, if possible.
- Tell the visitors where to park and the specific school entrance to use.
- Share your site's visitor sign-in and/or security procedures.
- Inform your visitor sign-in person or receptionist aware of the meeting and come out to greet the visitors when they arrive.
- If possible, post a welcome sign to greet your visitors.
- Offer simple refreshments.

Preparing for the Visit

- Note the names and titles of all individuals who will be introduced
- Plan a tour of your school or site – classrooms and activities in action to give visitors a taste of classroom and school realities.
- Share basic information about your school/site
- Include staff members and possible other speakers
- Be able to articulate your sites needs and interests in a compelling manner related to a possible partnership and be prepared to share school goals and needs.

The Exchange Visit(s)

Start and finish your meeting on time – make sure to schedule enough time for each agenda item
Take minutes and share minutes in a timely manner.

Sample First Meeting Agenda

- Introductions: Brief introductions: name, job/title, interest in partnership
- School/Site Tour
- The Meeting
- Share impressions from tour
 - a. Discuss all parties and individuals' interest in partnering
 - b. Discuss school needs and business interests and brainstorm possibilities
 - c. Decide if partnership development should continue and if so, identify lead contacts from school and partner organization and share contact info. Agree on partner communication preferences.
 - d. Identify other staff or organizations to participate in continued partnership development.
 - e. Schedule the next meeting.





Example: Year One Goals

For the ABC Corporation and Smith School Partnership

Shared Goal: Become better acquainted.

Objective: Send four groups of three people from each partner to visit the other's site to observe for a few hours a work day; take place over a period of three months.

Objective: Hold a late Friday afternoon party in October for all participants, jointly planned and executed.

Shared Goal: Establish a presence in the respective partner's site.

Objective: A different department from the business or grade from the school will be in charge of creating a display for the partner each month during the school year.

Shared Goal: Participate together in collecting food for the food shelf.

Objective: The school and business will both promote this activity and then share a party to celebrate the amount collected.

Shared Goal: Help math curriculum become more real-world oriented.

Objective: Company engineers and fifth grade math teachers will work together to develop business-related math projects for students.

Shared Goal: Establish tutoring opportunities.

Objective: Business and School employees will join forces to become thoroughly involved in tutoring students. Demonstrating that there is nothing more essential than providing students the world's best educational opportunities.





Example: Year Two Activity Plan

For the ABC Corporation and Smith School Partnership

Business: Provide employee development activities during the work day. **School:** Improve parent support for children's education. **Shared Goal:** Inform employees on how to best support their children at school.

Objective

During the school year, parent educators and/or teachers give monthly presentations at the business during the noon hour.

Commitments

Business: Space, advertising, time **School:** Speaker, time away from school to make presentation, handouts

Baseline

Occasional noontime entertainment is provided at the business, but at the time, no employee development activities are being offered.

Evaluation Plan

1. Will measure success by: §§ Number of attendees at each monthly session §§ Participant feedback Partnership Coordinator will collect the data using a two-question feedback form
2. Information about the success of the activity will be shared in the school and business monthly newsletters.
3. The evaluation of the activity will be filed with other activity evaluations for use during Annual Evaluation.





Example: Year One Partnership Calendar Grades E-5

Planning as an entire school year and creating a calendar to share with your partner will improve coordination and planning efforts for both parties.

<p>August</p> <ul style="list-style-type: none"> • Include partnership info in back-to-school communications for families and new staff. • Inform staff about partnerships • Review partner needs/interests and identify possible partners <p>September</p> <ul style="list-style-type: none"> • Prepare compelling story about your school with facts (demographics, successes, history) • Invite partners in to discuss partnership and visit your school <p>October</p> <ul style="list-style-type: none"> • Develop partner plan / agreement / calendar of activities <p>November</p> <ul style="list-style-type: none"> • Partner guest readers visit classrooms • Students create thank-you posters <p>December</p> <ul style="list-style-type: none"> • Partners visit classrooms for holiday parties <p>January</p> <ul style="list-style-type: none"> • Guest readers return 	<p>February</p> <ul style="list-style-type: none"> • Partners support a school-based project such as STEM Fair, History Day, Art Fair or academic competition. <p>March</p> <ul style="list-style-type: none"> • Display items from partnership during school conference or business event. • Tutors help students prepare for testing • Partners help with spring school clean-up project <p>April</p> <ul style="list-style-type: none"> • Students/staff hold partnership appreciation activity • Review partnership status and assess progress. • Begin plans for following school year – so partnership can begin in September. <p>June</p> <ul style="list-style-type: none"> • Report out partnership progress and successes / Celebrate • Include partners in end-of-year activities
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Example: Year One Calendar of Activities Middle School

Planning as an entire school year and creating a calendar to share with your partner will improve coordination and planning efforts for both parties.

<p>August</p> <ul style="list-style-type: none"> • Include partnership info in back-to-school communications for families and new staff. • Inform staff about partnerships • Review partner needs/interests and identify possible partners <p>September</p> <ul style="list-style-type: none"> • Prepare compelling story about your school with facts (demographics, successes, history) • Invite partners in to discuss partnership and visit your school. <p>October</p> <ul style="list-style-type: none"> • Develop partner plan / agreement / calendar of activities <p>November</p> <ul style="list-style-type: none"> • Partners participate on Student Wellness Committee <p>December</p> <ul style="list-style-type: none"> • Hold “unplug” day for student wellness <p>January</p> <ul style="list-style-type: none"> • Partners visit PE classes – “A Day in the Life of.... Project” related to staying healthy in the workplace. • Students / Partners meet to work during month to work collaboratively on an identified academic project that students present in class. 	<p>February</p> <ul style="list-style-type: none"> • Hold various targeted career exploration activities <p>March</p> <ul style="list-style-type: none"> • Display items from partnership during school conference or business event. • Tutors help students prepare for testing <p>April</p> <ul style="list-style-type: none"> • Hold school bike/walk to school day • Students/staff hold partnership appreciation activity • Review partnership status and assess progress. • Begin plans for following school year – so partnership can begin in September. <p>June</p> <ul style="list-style-type: none"> • Report out partnership progress and successes / Celebrate • Include partners in end-of-year activities
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Example: Year One Calendar of Activities High School

Planning as an entire school year and creating a calendar to share with your partner will improve coordination and planning efforts for both parties.

<p>August</p> <ul style="list-style-type: none"> • Include partnership info in back-to-school communications for families and new staff. • Inform staff about partnerships • Review partner needs/interests and identify possible partners <p>September</p> <ul style="list-style-type: none"> • Prepare compelling story about your school with facts (demographics, successes, history) • Invite partners in to discuss partnership and visit your school. <p>October</p> <ul style="list-style-type: none"> • Develop partner plan / agreement / calendar of activities <p>November</p> <ul style="list-style-type: none"> • Partners support a school-wide community-service project to help support needy families. <p>December</p> <ul style="list-style-type: none"> • Partners/school present results of service project • Students sing at partner holiday. <p>January</p> <ul style="list-style-type: none"> • Partners visit classrooms to share career info. • Students create thank-you posters for partner. 	<p>February</p> <ul style="list-style-type: none"> • Hold targeted academic competition – partners “judge” the projects. • Tutors help students prepare for testing <p>March</p> <ul style="list-style-type: none"> • Display items from partnership at school activities or business event. • Tutors help students prepare for testing <p>April</p> <ul style="list-style-type: none"> • Students/staff hold partnership appreciation activity • Review partnership status and assess progress. • Begin plans for following school year – so partnership can begin in September. <p>May</p> <ul style="list-style-type: none"> • Partners support service learning day. • Partners meet with senior groups for successful transitions presentation. <p>June</p> <ul style="list-style-type: none"> • Report out partnership progress and successes / Celebrate • Include partners in end-of-year activities
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Sample: School / Community Partner Agreement

Anderson School

AND

The Smith Company

SCHOOL NAME

BUSINESS/COMMUNITY PARTNER NAME

This agreement is completed by the school principal and partner liaison. Both parties should maintain a file copy.

School Name ANDERSON SCHOOL		Organization/Community Partner THE SMITH COMPANY	
School Leader / Title: Kristy Jones, Principal		Partner Leader Contact/Title Robert M. Smith, President	
Mailing Address/Zip 262 Anderson Blvd, Newport		Mailing Address/Zip 565 St. Paul Way, St. Paul, MN	
Phone	Email	Phone	Email
Primary Contact/Coordinator Name Jerry Jones		Primary Contact/Coordinator Name	

Partnership Start Date: 8/10/2013

End Date: 8/01/2014

Annual Review Date: 6/12/14

Partnership Resource Contributions

School Contributions

of Volunteers, Mentors and/or Speakers: 17
 Estimated # of Hours: 141
 Estimated Financial/Product donation: \$500

Estimated Materials Costs:
 Advertising/Promotions: monthly

PARTNERSHIP FOCUS – check all that apply

- € Academic Achievement – Read to students, tutor, provide technical expertise, display student work
- € Student Development/Citizenship – Mentoring, character education activities, sponsor contests, support student led efforts, service learning
- XX College/Career Readiness – Offer job shadowing, internships, site visits, career fair or career day, career materials
- XX Student Incentives/Motivation – Sponsor contests in writing, art, math, science, etc., support student of the month or end of term/year student recognition programs, academic all-star program, create student scholarship program.



- € Support Families in Need – back to school fund drive, “angel” fund, afterschool scholarships, offer dental services.
- XX Teacher/Staff Support or Recognition - Invite teachers to in-house training, seminars, provide job shadowing for teachers, provide food/supplies for recognition or training, establish teacher grant program.
- € Support School Administrative or Building Functions – school committee work, fundraising, create school publications/communications, school cleanup, enhance the library or school environment, create parent center, etc.
- € Other:

Estimated number of students impacted: 700

Shared Partner Goal(s): 1) Prepare students for the workplace; 2) Promote partnerships and educational excellence.

Partner Goal(s): The Smith Company

- 1) Support student career exploration and advance student understanding of communication in the workplace.
- 2) Recognize students and teachers for excellence.

Partner Commitments:

- 10 volunteers will visit the school 6-8 hours over the year for career exploration activities
- Smith Company will provide/present a student and staff recognition plaque each month of the SY.
- 5 volunteers will review/judge a student-based project in English classes

School Goal(s) Anderson School

1. Connect learning in school to the workplace and develop critical workplace skills.
2. Recognize and communicate students, teachers, along with community partnership and related activities.

School Commitments:

- Identify teachers/classrooms and provide guidance for career exploration activities.
- Identify teachers and students of the month and publicize program/partnership
- Provide partnership updates regularly in school communications and post on the website.



All volunteers are required to complete an application and undergo a criminal background screening conducted through the SWCS Human Resource Department. All principals have the decision-making authority regarding volunteers and volunteer opportunities at the schools.

We agree to a partnership in education which will enhance and improve the quality of education and meet the needs of the students, educators, and the community. We agree to partnership activities and responsibilities; to review progress and partner status on an annual basis; and on any mutually agreed upon changes to the partner agreement.

Parties should attach a completed one-year calendar of agreed upon activities.

SIGNATURES

School Partner – Printed Principal Name and Signature

Date

Business/Community Partner – Printed Name and Signature

Date



School Action Team for Partnerships

Who should be Involved?

Put together a team of representative school and community stakeholders (including all partners – school / community / parents). These people are:

- Big picture and detail-oriented
- Thinkers and doers
- Management and staff

On the community business / organization side, this may include people from:

- Human resources
- Executive representative
- Public relations
- Staff directly involved

On the school side, committee members may represent:

- The principal
- Teaching staff
- Parents
- The site council
- Youth and family coordinators
- Students

What Responsibilities are involved?

Community-based coordinator: Serves as primary contact between the business and the school. Responsible for recruiting employees for partnership activities, identifying corporate resources, coordinating activities and evaluations, working our administrative procedures and reporting to management.

School-based coordinator: Acts as main contact and school manager of the partnership. Responsible for recruiting school staff, matching business volunteers to specific teacher requests, conduction orientation for teachers and business volunteers, overseeing planning and evaluation of activities.

Community manager/school principal: Provides support partnership activities, such as release time for staff, orientation sessions and recognition activities. Needs to be involved in, or approve of, the partnerships structure and activities.

Community and school participants: Serve as the most important players in the partnership. Clearly define the role of partner volunteers in planning and implementing your activities.





Ten Steps to Success: **School-Based Programs of School, Family, and Community Partnerships**

1. Create an Action Team for Partnerships.
2. Obtain funds and official support.
3. Provide training to all members of the Action Team for Partnerships.
4. Identify starting points—present strengths and weaknesses.
5. Write a One-Year Action Plan for Partnerships.
6. Apply the framework of six types of involvement to activities linked to school improvement goals.
7. Enlist staff, parents, students, and the community to help conduct activities.
8. Evaluate the quality and outreach of partnership activities and results.
9. Conduct an annual celebration to report progress to all participants.
10. Continue working toward a comprehensive, ongoing, goal-oriented program of partnerships.

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Checklist: Are You Ready?

Getting Started with a School Action Team for Partnerships

CHECK (✓) WHEN YOUR SCHOOL ATP HAS COMPLETED THE FOLLOWING:

- Select the members of the ATP including 6 to 12 members, with teachers, parents, principal, and others selected for their interest in and commitment to positive school, family, and community connections.
- Identify the chair or co-chairs of the Action Team for Partnerships.**
- Select a committee structure for the ATP to focus on four school improvement goals or on the six types of involvement. Identify the chair or co-chairs of each committee.**
- Complete an inventory of present practices** for each of the six types of involvement. Discuss the inventory with teachers, parents, students, and others and obtain their ideas about partnership activities that should be maintained, improved, and added (see *Starting Points*, pp. 174–177 and CD).
- Select goals from the School Improvement Plan that would be strengthened with activities for family and community involvement.**
- Complete a One-Year Action Plan for Partnerships** specifying specific activities for each of the six types of involvement or for four school improvement goals. Include details on who is responsible for implementing the involvement activities, when the activities will be conducted, and what results are expected.
- Schedule a basic, One-Day Team-Training Workshop to complete many of the actions listed above, as guided by this Handbook (see Chapters 4 and 5).**
- Establish a schedule of monthly meetings for the full ATP**, and discuss plans for meetings of ATP committees. Select the place and time of ATP meetings, and decide how the meetings will be organized.

Decide how often and in what ways the ATP will report to the following groups:

- The School Council, School Improvement Team, or other decision making body
 - All teachers and staff
 - All parents
 - Parent organization (e.g., PTA, PTO, or other groups)
 - The community (e.g., business roundtable, local media, mayor's office)
 - District leaders, school board, other district offices
- Design and schedule a kickoff activity** to effectively convey the message to all educators, families, and students that the school is a partnership school. Introduce the Action Team for Partnerships, and help parents learn how they can be involved throughout the school year.

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