



March 16, 2009

Dear School / Afterschool Provider Team,

Please find below a timeline for the 2009 - 2010 Community Alignment Initiative plan.

By submitting your *complete* paperwork on time, this will facilitate Seattle Public Schools issuing your organization a rent-free lease.

- **Monday, March 30, 2009** 2009 - 2010 Alignment Partnership Planning Packet on-line @ <http://www.seattleschools.org/area/ocl/index.xml> and click on **Alignment Partnership Materials**. (Please provide the Office for Community Learning personnel and contact information changes. You may do so by contacting Susan Hall @ shhall@seattleschools.org or (206) 252-0994.
- **Thursday, April 30, 2009** 2009 - 2010 Alignment Partnership Planning Packet due to Office for Community Learning (3 copies total). Each site will receive a copy of their reviewed plan.
- **Thursday, April 30, 2009** 2009 – 2010 Space Lease Applications and accompanying documentation is due to Office for Community Learning from all applicable partnership sites.
- **May 2009** Learning Partners Group reviews 2009 - 2010 Alignment Partnership Planning Packet review
- **June 2009** Sites whose 2009- 2010 Alignment Partnership Planning Packets and 2009 – 2010 Space Lease Applications were submitted **by April 30, 2009** will receive *Alignment Partnership Planning Packet* approval letter from the Office for Community Learning and an *Unsigned Lease* agreement from the Property Management Office.
- **Friday, July 31, 2009** Once you receive your *Unsigned Lease Agreement* from the Property Management Office (PMO), sign and return the *Lease Agreement* to the PMO no later than **July 31st**.

I would strongly suggest that you carve out some time in the next few weeks to meet as a team; to confirm your plan and identify any summer training opportunities that may be of value to your partnership.

In closing, I thank you for your commitment to effective school / afterschool partnerships and wish you all the best in the 2009 - 2010 school year.

Sincerely,

Lisa M. Taylor
Office for Community Learning
Seattle Public Schools
206-252-0990