School-Community Partnership Design and Planning Tool

Purpose: Building a shared understanding of goals, programs and services, and roles and responsibilities within a partnership will support a school and community partner to work together effectively.

How to use this tool: Use this tool at the start of a new partnership or new school year to design or revise a partnership between a school and a community-based organization. We recommend this resource as a companion tool to a Memorandum of Understanding or Personal Services Contract.

1. **Contact Information of Key Individuals**
   School:
   Teacher or Other School Staff Member (if relevant):
   Community Partner:
   Other Community Partner Staff Member (if relevant):
   Others:

2. **Timeline**
   Note: Seattle Public Schools Personal Services Contracts or Memorandum of Agreements take at least 2 – 3 weeks to process. Programs may begin only once contracts are in place.
   - What are the general dates and timeline for the program?

3. **Shared Vision**
   - What are our organizational visions and goals, and where do they align?
   - How do we define our community, and how do the staff of our organizations reflect it?
   - What are the most important indicators that the school is working on related to racial equity (e.g. Racial Equity Plans)? In what ways is the community partner also working on this, and how can the partner support the school's goals?

4. **Program or Project Outline**
   - What do we want to do together to support young people and families, why?
   - How will we address or capture student strengths and needs and incorporate those into our partnership and program?

This tool is part of the Seattle Public Schools Partnership Playbook for School Leaders and was adapted from resources developed by SPS Creative Advantage and the School and Community Partnership Toolkit, in partnership with Youth Development Executives of King County.

- What type of partnership are we pursuing together (cooperative, collaborative, or integrated)?

5. **Leadership & Coordination**
   - How are partnerships coordinated at this school, and who are the people from each organization who will support this partnership's implementation?
   - How will decisions about this program and partnership be made? Where do we want or need input before making a decision?
   - What is the "chain of command" to address issues/concerns within our partnership?

6. **Working Together**
   - What are each of our communication preferences (phone, email, meeting scheduling, etc.)?
   - How will we prepare our teams for the successful implementation of this partnership?
   - What are the respective roles and responsibilities for the school (and which person/people are assigned to them), and for the community partner (and who is assigned to them)?
   - How frequently will we meet to check in? (Tip: Schedule these on the calendar.)
   - How will we work together, including navigating challenges or conflicts as they come up?

7. **Resource Development and Budget**
   - What resources will each organization contribute (e.g. funding, space, staffing, materials, access to people or organizations)?
   - What are the financial costs of this program to the school and/or to the partner organization?
   - What are the current limitations of our resource allocation, and how will we plan for the future?

8. **Evaluation and Reflection**
   - How and when will we know if this partnership is successful? What measures will we use to gauge its success?

- What kinds of data-sharing agreement(s), if any, need to be in place to support continuous improvement efforts?
- How will we look at data, disaggregated by race and ethnicity, to determine whether your programming is meeting student and community needs?
- How will we share the impact of our partnership with the school community?

Next Steps
Note: Identify who is responsible for what…

- ☐ Complete the Memorandum of Understanding, Personal Services Contract, or Alignment Agreement
- ☐ Identify opportunities to engage student voice/input in process (i.e. – group surveys)
- ☐ Schedule check-ins for progress (e.g. "every first Friday at 10 a.m.")