

Guide for School-Hosted Multi-Partner Gatherings

Purpose: When a school actively engages their network of community partners by hosting regular (e.g. quarterly) multi-partner gatherings, they cultivate opportunities for alignment, collaboration, and coordination that strengthen the whole school community. Facilitate using [Tips for Planning Equitable Meetings](#).

How to use this tool: Establish a schedule for gatherings at the start of a school year. A school leader will select topics from this list (or other relevant topics) and adapt the sample outline for a gathering of multiple community partners.

SAMPLE TIMELINE & TOPICS

September: 90-minute gathering

- Introduce the principal’s instructional vision, Continuous School Improvement Plan, school-wide framework or curriculum (e.g. school climate initiative), and what’s new (e.g. changes in demographics, staff turnover).
- Provide opportunities for people to learn about the range of programs and services offered by partners.

November: 90-minute gathering

- Set general expectations for communications and progress monitoring for partnerships.
- Share a calendar of events and discuss possible partner involvement. (e.g. co-planning, presenting, tabling).
- Incorporate partners into school-wide initiatives and encourage shared accountability towards school goals (e.g. “how will we work towards the elevation and inclusivity of the voices of youth and families of color?”).

January: 90-minute gathering

- Share highlights and challenges from the year so far, from school and community partner perspectives.
- Invite input on an area of partnership your school is working on, such as how to make partnerships more visible.
- Create space for open discussion about what’s going on in the school community (excluding discussion of individual youth or families) and facilitate solutions-focused problem-solving.

March: 90-minute gathering

- Share school data for the year so far, and ask community partners for feedback on the data, using a tool such as a [Data to Practice Protocol](#). Share ways that the school is acting on recent data analysis.
- Invite partners to share some of their data (in aggregate) and how they are strengthening programs.
- With budgets being prepared for the upcoming school year, share your hopes for partnership, what changes you expect that may impact partners, or ask for partner feedback on relevant budgetary decisions.

May: 90-minute gathering

- Facilitate a reflection on this past year of partnership. What worked? What could be improved?
- Invite every partner to summarize and document the school year to share with school staff and/or community.

MULTI-PARTNER PARTNERSHIP GATHERING SAMPLE OUTLINE:

Date:

Meeting Roles (e.g. Notetaking, Facilitation, Closing Reflection):

Objective(s):

Agenda:

Community Building: *Open with a question to build community, such as “Share one highlight from the past week.” This can be done in pairs or small groups if the group is large; community partners and school leaders should all participate!*

Timely Topic: *Choose a topic from the list above, or another topic that is relevant and timely for your school and community partners.*

Upcoming: *Discuss upcoming opportunities, events, changes, etc. impacting the partnerships. This could be a round of community partner updates.*

Action Steps: *Clarify what actions will be taken, by whom, and by which date, based on today’s conversation.*

Closing: *Close the meeting with a reflection activity, expression of gratitude, or other form of closing.*