

# District Facilitation Inventory for Partnering Supporting Family-School-Community Partnerships



**COLORADO**  
Department of Education

This inventory is organized around six leadership strategies: align program and policy, create awareness, guide learning and program development, share knowledge, celebrate milestones, and document progress and evaluate outcomes. The inventory outlines activities that district-level facilitators may select to conduct a districtwide program of family, school, and community partnerships (FSCP).

The strategies and activities in the inventory are based on the results of research about districts' partnership program development and examples shared by district leaders with The National Network of Partnership Schools at Johns Hopkins University.

## **Strategy: Align Program and Policy**

Integrate your district's FSCP initiatives with district policies, requirements, and procedures.

- Ensure that the district policy on partnerships refers to district level leadership activities and to direct assistance to help all schools develop their partnership programs with goal-oriented action plans.
- Write a district Leadership Action Plan for Partnerships that includes district level actions and direct assistance to schools—use this inventory as a resource.
- Identify a budget to implement the district partnership program (e.g., time, staff, Title I funding).
- Obtain approval and support from the superintendent for schools to utilize School Accountability Committees (SAC) to incorporate FSCP goals into their school Unified Improvement Plans (UIP).
- Arrange a formal announcement from the district leadership that the various schools' UIP and the Leadership Action Plan for Partnerships will be integrated.
- Develop or review district policies so that work and progress on family and community partnerships is one component of the evaluations of principals and teachers.
- Assist schools to identify a school-based budget to implement family partnership initiatives.

### **Other district activities to align program and policy.**

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- \_\_\_\_\_
- \_\_\_\_\_

### **Directions:**

Check (✓) all activities that presently are conducted in your district.

Star (☆) the activities that you want to initiate in the future, as you develop your district's program.

At the end of each section, add other activities that you presently conduct or plan to conduct that are not listed.

## **Strategy: Create Awareness**

Actively promote your district's FSCP initiatives to all key stakeholders, including administrators, teachers, families, and community groups.

- Convene a one-on-one meeting with the district superintendent to discuss the goals for the partnership program.
- Conduct presentations about the district's goals for its partnership program to the school board, parent advisory council, and/or other key leadership groups.
- Conduct awareness sessions for school principals on the partnership program, including the assistance that will be provided to all schools' SACs.
- Accompany school principals and/or key district level stakeholders to conferences related to program initiatives.
- Identify schools to participate in the district's partnership initiative.
- Announce the district's partnership program on the schooldistrict website.
- Disseminate a press release announcing the launch of the district's partnership initiative.
- Conduct presentations in schools for SACs, PTAs, faculties, and/or others to inform them of the district's program.
- Meet individually with each school principal at the start of the school year to clarify the work of the district facilitator(s) and how the principals will support the program in their schools.
- Distribute information on the district's partnership program and, if appropriate, its affiliation Family-School-Community Partnerships at the Colorado Department of Education.

### **Other district activities to create awareness.**

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## **Strategy: Guide Learning and Program Development**

Organize and conduct professional development activities to assist schools in developing their partnership programs.

- Assist schools with preliminary steps to begin the partnership program (e.g., identify the members of SACs, arrange team-training workshops).
- Conduct a training workshop for all participating schools that includes support to schools on how to link the district Leadership Action Plan for Partnerships with each school's UIP.
- Organize a clear process for the district facilitator (e.g., the Family Partnership Contact) to provide feedback and support for each school's program.
- Convene regularly scheduled meetings for schools' SAC chairs or co-chairs to share experiences and learn about specific program topics.





- Develop and implement professional development workshops and presentations for all teachers and school staff on partnerships.
- Conduct workshops for parents on ways to partner with the school to increase student success.
- Conduct a refresher workshop to help schools continue developing their family partnership initiatives from year-to-year.
- Award small grants to schools as incentives to build their family partnership initiatives using research-based approaches.

**Other district activities to guide learning and program development.**

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- \_\_\_\_\_

**Strategy: Share Knowledge**

Foster ongoing communication throughout the district to build knowledge about research-based and sustainable FSCP strategies linked to student learning.

- Share progress on the district’s partnership program efforts with the superintendent, school board, principals, and others in leadership positions.
- Facilitate a mid-year meeting for schools to share promising practices and solutions to challenges.
- Disseminate a weekly or monthly newsletter that shares important information, upcoming events, and specific school highlights connected with the district’s partnership program, and encourage schools to share with their community.
- Write a regularly featured column on family partnership initiatives for the district newsletter.
- Facilitate regularly scheduled meetings with other district departments working on family involvement issues (e.g., special education, English language learners, TitleI).
- Moderate a discussion board on the district website that enables schools to post information, events, and questions for others about partnerships.
- Assist schools to share information about their partnership activities through the local news media throughout the school year.

**Other district activities to share knowledge.**

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**Strategy: Celebrate Milestones**

Recognize school and district successes in partnership goals and practices, and disseminate the successes widely.

- Celebrate October as Family and School Partnership in Education month.





- Ask your local city council or mayor’s office to formally proclaim a Family and School Partnership in Education Month.
- Host an end-of-year celebration for all schools’ SACs.
- Edit and distribute a collection of promising partnership practices from each school.
- Send thank-you letters or certificates to schools for submitting promising partnership practices to the district collection.
- Send letters to principals thanking them for their support for partnerships.
- Write an annual progress report on the district’s partnership program to share with key stakeholders.
- Organize a recognition program to celebrate schools for achieving milestones such as implementing their first partnership activity, increasing attendance at activities, etc.
- Create a video of selected partnership activities to share with the school board, principals, community groups, district parent advisory council, and others.
- Assist schools to recognize and thank partnership leaders in their schools.

**Other district activities to celebrate milestones.**

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**Strategy: Document Progress and Evaluate Outcomes**

Collect information to document activities and to assess progress in meeting district FSCP goals, and assist each school to document and evaluate progress in implementing their Unified Improvement Plans.

- Provide schools with a recordkeeping system to document and save records of the work of the SAC.
- Collect schools’ Unified Improvement Plans each year and use them to check schools’ progress regularly.
- Establish a quarterly or monthly recordkeeping system for the district facilitator(s) to document visits to schools and technical assistance that is provided or requested.
- Evaluate the district partnership program annually on established indicators.
- Encourage schools to complete an annual school survey (e.g., CDE Partnership Survey) to assess the quality of their family partnership initiatives.
- Complete an annual district survey to assess the quality of the district’s partnership program.

**Other district activities to document progress and evaluate outcomes.**

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