



Office of Community Schools | Collaborative Planning Meeting Template

Collaborative Planning Meeting			
Check one:	☐ Summer/Fall	☐ Winter	☐ Spring
Date & Time:	School DBN:	Lead CBO:	Funding Stream:
Meeting Goals	Discuss community school partnership and make data-driven decisions to ensure the equitable allocation of resources to meet student needs.		
Expected Attendees	School staff: principal, assistant principal(s), teachers, parent coordinator, guidance counselors, among others Community School CBO staff: community school director (CSD), CBO supervisor, fiscal representative, among others Parent/family representative(s) Student representative (if applicable) Other CBO partner representatives (DYCD Programs, other grant funded programs, etc.) OCS Program Manager		
Supplemental Materials	• Community Schools Website ◦ OCS Fiscal & Operations Manual ◦ Field Trip Planning Resources — NYC Community Schools ◦ Attendance Data (Insight Login) ◦ OCS Deliverables (i.e. Asset & Needs Assessment, End-of-Year Report, Forum Results. Etc. • OCS Mission Statement: The Office of Community Schools mission is to create and sustain school and CBO Partnerships through intentional collaborative leadership that empower students, families, and communities to thrive.		
Pework	• Community School Collaborative Planning Deck		
CEP Goals & Data Review	• List goals from the Schools CEP and Appendix Community Schools (iPlan Login) • Analyze school data and evaluate the effectiveness of last year's interventions in relation to this year's CEP goals. • Review data tracking progress towards goals		



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Topic & Time (suggested: 90 min)	Discussion Items	Notes
Check-In 10 min	Goal: Ensure participants are present in the meeting. Facilitator: CSD/CBO Supervisor Check-In Question: <i>Include a question for all participants to answer.</i>	
Community School Goal & Data Review	Goal: Norm understanding of annual goals and/or progress towards goals. Facilitator: CSD/CBO Supervisor Required Materials: ● School's Comprehensive Education Plan (CEP) including Community School Section ● Community School Forum data ● CBO Impact Data ● Assets & Needs Assessment data ● OCS Mid-Year or End-of-Year Report data ● Mental Health Work Plan <i>If this is the <u>Summer/Fall meeting</u>, discuss goals for the community school partnership.</i> <i>If this is the <u>Winter or Spring meeting</u>, review the goals and overall progress towards goals. Plan to reallocate funds that may go unspent.</i>	Input from various stakeholders, School staff: principal, assistant principal(s), teachers, parent coordinator, guidance counselors, among others, Community School CBO staff: community school director (CSD), CBO supervisor, fiscal representative, among others, Parent/family representative(s), Student representative (if applicable), Other CBO partner representatives (DYCD Programs, other grant funded programs, etc.), OCS Program Manager

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Program Implementation & Impact 30 min	Goal: Review the Asset & Needs Assessment and other related data to evaluate the impact and fidelity of Community School programming. Identify strategy strengths, gaps, and needed modifications across the Essentials Framework, and ensure all decisions and strategies align with the CEP. Use the Notes Section Guide to support discussion. Facilitator: CSD/CBO Supervisor <i>If this is the <u>Summer/Fall meeting</u>, utilize the most recent data to discuss the programs, services and interventions that would help achieve the above community school goals.</i> <i>If this is the <u>Winter or Spring meeting</u>, review programmatic data to discuss impact, and decide on strategy shifts, if necessary.</i> Required Materials: • Essentials Framework for Community School Transformation • NYC Community Schools • Principles of Effective School CBO/Partnerships • Continuous Improvement Deck	Outline school-based activities and practices to support the Community School Key Practices <u>Essentials for Community School Transformation Framework</u>: I. Collaborative leadership, shared power and voice (<i>How are collective trust, shared ownership and decision making embedded in formal and informal engagement?:</i>) II. Powerful student and family engagement (<i>As key partners, how are students and families shaping the school's environment?:</i>) III. Expanded, enriched learning opportunities (<i>If programming provided by other CBO, ensure they are available to discuss programming):</i> IV. Integrated systems of support: (<i>Coordinate with CBO or school social worker to develop mental health work plan.</i>) V. Culture of belonging, safety, and care (<i>How is a welcoming climate fostered at your site?:</i>) VI. Rigorous, community-connected classroom instruction (<i>How are real world skill building and inquiry based learning opportunities supporting instruction?:</i>)

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Vendors/ Subcontractors 10 min	Goal: Understand programming provided by vendors and subcontractors, coordinate expected outcomes, and successful implementation measures. Facilitator: CSD/CSD Supervisor (<i>Vendors/Subcontractors are encouraged to attend</i>) <i>If this is the <u>Summer/Fall meeting</u>, discuss the subcontractors and potential scope of work.</i> <i>If this is the <u>Winter or Spring meeting</u>, review vendor and subcontract data to discuss impact, and decide on strategy shifts, if necessary.</i> Required Materials: Subcontract Agreement (Scope of Work)	Essential Questions: <i>How are vendor(s) and/or subcontractor(s) work aligned with the Community School strategy?</i> <i>If a returning vendor(s) and/or subcontractor (s), what was the student impact of the subcontractor(s) work?</i>
Budget Discussion 20 min	Goal: Develop the budget based on program impact, leveraging all available funding sources, including Community School funds, Galaxy allocations, and CBO resources to maximize program effectiveness and sustainability. Facilitator: Fiscal Representative/CBO Supervisor <i>If this is the <u>Summer/Fall meeting</u>, discuss the initial budget plan.</i> <i>If this is the <u>Winter or Spring meeting</u>, determine any necessary budget modifications.</i> Required Materials: - Community school budget plan - Galaxy budget inclusive of STH set aside funds - Other funding streams, grants, etc.	Essential Questions: <i>How are we utilizing all funding streams (Galaxy, OCS, DYCD, CBO, etc.) to implement a “whole school” Community School Strategy?</i> <i>How does the proposed budget advance school CEP goals and the community school strategy while driving improvements in student and family outcome data?</i>

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Attendance 5 min	Goal: Review current attendance and chronic absenteeism rates, address root causes of absences, and discuss strategies to engage students and families. Facilitator: CSD/Attendance Team Member <i>If this is the <u>Summer/Fall Meeting</u>, review prior-year attendance and incoming student data to identify at-risk students and determine interventions to address chronic absenteeism?</i> <i>If this is the <u>Winter or Spring meeting</u>, how are you preparing to address attendance and chronic absenteeism for the remainder of the year?</i> Required Materials: • Current attendance data/CA Rate (Insight) • Examples of Tiered Practices - Attendance Works • Pyramid-worksheet-with-EXAMPLES-revised-June-2023.pdf (Complete your own tiered intervention worksheet)	Essential Questions: • <i>What attendance support framework and tiered interventions will we establish to improve attendance rates and address chronic absenteeism?</i> • <i>How are students, including special populations (STH, MLL, SWD), supported through tiered attendance programming?</i>
Check-out 5 min	Goal: Determine clear next steps, timeline and roles, as well as a next meeting date. Facilitator: CSD/CSD Supervisor Check-Out Question: <i>Include a quick share request, such as sharing an individual action step that resulted from today's collaborative planning meeting.</i> Next meeting date:	



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Action Commitments	Person Responsible	Deadline
1.		
2.		
3.		
4.		

Please use this section if specific purchases requiring pre-approval were discussed during this Collaborative Planning Meeting:

Note: Purchases are subject to final approval in PASSPort

Fiscal Pre-Approvals (Trip Requests, Special Purchases, Threshold Increases, etc.):* <i>Please note: All field trip requests must continue to adhere to the Field Trip Approval guidance and process</i>	
Notes/Description:	Authorization:
	Program Manager Signature: Program Manager Name: Date:



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Collaborative Partnership Agreement Signature Page

****When uploading to PASSPort, include all CPM notes along with this signature page**

Date of Collaborative Planning Session:	
School DBN:	Lead CBO:
Principal or Designee Signature: Name: Title: Date:	Program Manager Signature: Program Manager Name: Date:
CBO Supervisor Signature: CBO Supervisor Name: Date:	CSD Signature: CSD Name: Date:
Family Representative Signature: Family Representative Name: Date:	Student Representative Signature: Student Name: Date:
<i>(additional participant)</i>	<i>(additional participant)</i>