

PLANNING FOR YOUR PARTNERSHIP

Goals for this Conversation

- 
- Determine how the partnership will work at your school
 - Understand what the expectations/requirements are for the partner and the school
 - Finalize details for implementing the partnership

Who:

- The partnership coordinator, partner staff (ideally those that will be working at the school if the partnership is established) and any school staff that might be involved in supporting/implementing the partnership.

Where/How:

- We strongly recommend having the planning conversation in-person at the school. This will make it easier for you and the partner to reflect on what implementing the program might look like at your school and meet school staff that may be involved in program support.

What to do before the meeting:

- Make sure you have answers to any questions that came up in the introductory conversation.
- If other staff should be involved in this planning conversation, either invite them to the meeting or get their input ahead of the meeting.

What to do after the meeting:

- Meet with your principal to resolve any issues and answer any questions that came out of the planning meeting.
- If an issue came up that may make implementing the partnership difficult/impossible right now, discuss with your principal. If you decide that the partnership is not possible right now, reach out to the partner with a brief explanation.
- If you plan to continue with implementing the partnership, send a reminder about the documentation that must be submitted and approved prior to the program beginning. We recommend setting a deadline for the partner to have completed these processes that falls several weeks before the implementation date.
- Share any guidance around expectations for partners, including protocols for entering the building, signing in, media releases, etc.

SCHOOL:

PARTNER ORGANIZATION:

DATE:

QUESTION #1:

When, or how frequently, will the program operate (daily, every Tuesday, monthly, etc)?

How long will each session be?

QUESTION #2:

How many students will the program serve at our school?

WHY DO WE ASK THIS?

This will help you get a sense of whether or not your school will have the capacity to host the program. If the program wants to serve more students than is possible at your school, you can ask them if they can make the program smaller.

QUESTION #3:

What are the grade levels of the students would you like to serve at our school?

WHY DO WE ASK THIS?

Your school may already have partners working with certain grade bands and having two partners working with the same classes may not be possible/desirable. If the program will rely on teachers to host/support the program, you will want to confirm that the teachers in the grades the partner is planning to serve are able to fulfill those roles.

QUESTION #5:

Which spaces in the building will your program need to have access to and when?

QUESTION #6:

If we move forward, what is a realistic start date? When would the program end?

WHY DO WE ASK THIS?

The partner may want to start the program tomorrow, but that usually is not a good idea. You should select a start date that allows you to plan out the program so that it will be successful.

QUESTION #7:

What do you need for the program to be successful in our school?

WHY DO WE ASK THIS?

This is a great way to identify what is most important to the partner and it may also reveal other issues that need to be addressed ahead of implementation.

QUESTION #8:

Who will be the point person for the program?

WHY DO WE ASK THIS?

Having a clear point person for issues is important. Sometimes a partner will have multiple point people for different types of issues. Try to get as clear a picture of possible of who these contacts might be and for which issues.

QUESTION #9:

What is the plan for staffing the program at your school? Will there be enough staff to support a reasonable staff-to-student ratio (e.g. 1:12)?

WHY DO WE ASK THIS?

Sometimes partners may assume that teachers will be able to staff the program, so it is important to clarify if the partner will be providing adequate staffing for the program.

QUESTION #10:

If school staff need to support implementation of the program, what would their role(s) be?

QUESTION #11:

How will the program cover for staff when they are out sick?

WHY DO WE ASK THIS?

Having a clear plan in place for coverage when staff people are out can prevent major issues in the future.

QUESTION #12:

Does your program supply all of the materials/resources for the program or would you need the school to provide certain things? If so, what do you need from the school?

WHY DO WE ASK THIS?

Some programs have materials/supplies that they need to store on-site at your school. In some cases, these need to be stored securely.

QUESTION #13:

Does your program require storage space? If so, how much? Does it need to be secure?

WHY DO WE ASK THIS?

Clarifying this early on will help you gauge if your school can provide the access and resources required for the partnership. You can check with your principal about this after you have finished the planning conversation.

QUESTION #14:

Will you need to meet with the principal on a regular basis? If so, how often?

QUESTION #15:

Do you need assistance with recruiting students? If so, what type of assistance?

WHY DO WE ASK THIS?

Some partners expect the school to manage recruitment of students. This may or may not be possible at your school.

QUESTION #16:

How will inclement weather (e.g. half-days because of snow) impact the program?

QUESTION #17:

Which spaces will be needed for the program and when?

WHY DO WE ASK THIS?

You will need to have specific information to review with your principal and any impacted teachers to confirm that your school can provide adequate space to the partner program.

QUESTION #18:

Will your program be involving parents of the students at all? If so, how? (e.g. at each program session or only at culminating events)

QUESTION #19:

Will you host special events?