

End-of-Year Celebration Workshop

Sample Agenda

An End-of-Year Celebration Workshop is a good way to recognize the progress that Action Teams for Partnerships (ATPs) make each year and to help ATPs plan ahead to improve their partnership programs in the next school year.

The following pages present a sample agenda for an End-of-Year Celebration Workshop and notes to help plan and conduct these workshops. This workshop enables ATPs to extend their professional learning about partnerships, share their schools' best practices, discuss problems and solutions, and gather ideas for their next *One-Year Action Plan for Partnerships*.

At an End-of-Year Celebration Workshop, each school creates a display or exhibit to share information on one successful practice that the ATP implemented during the year to promote school, family, and community partnerships. The school exhibits (e.g., on a display board or electronic presentation) may include posters, charts, photographs, slides, videos, podcasts, handouts, or other communications. ATPs label their activities to show which goal for student success or for improving the school climate was addressed, which type(s) of involvement was (were) activated, and how the activity was conducted. The displays should help ATPs learn from each other about activities that strengthen school-based partnership programs. In addition, the workshop may include selected presentations, panels, awards or recognitions for good work, and time to talk about plans for the next school year. The sample agenda for a full day may be shortened to a few hours, depending on the time available and the number of ATPs and others involved.

Districts and schools conduct End-of-Year Celebrations in many different ways as full-day, half-day, breakfast, lunch, or dinner events. Some state departments of education conduct annual conferences on partnerships, where experienced schools and districts display and discuss their best practices to assist new ATPs with their initial plans. Some districts conduct celebration and planning workshops in early spring to help ATPs gather and discuss ideas before they write their next One-Year Action Plans for Partnerships. These variations may alter the name of this workshop, but not its purpose.

In planning a celebration, district or organization facilitators need to arrange for microphones for presenters; easels, tables, and other audiovisual equipment for exhibits; nametags; folders for information and notes; and other materials.

End-of-Year Celebration Workshop

Sample Agenda and Notes for Facilitators

- 8:30–9:00 **Registration and Refreshments**
- 9:00–9:30 **Greetings and Introductions**
Overview and goals for the day
- 9:30–10:30 **Share Best Practices—Presentations by ATPs**
See guidelines for planning this time segment (pp. 144–145).
- 9:30–10:00 **Selected ATPs Present Best Practices I**
Topic: Involvement activities that address *one* school improvement goal (e.g., improving students’ reading attitudes and skills) with different types of involvement
- 10:00–10:30 **Selected ATPs Present Best Practices II**
Topic: Involvement activities to address *a different* school improvement goal (e.g., improving student attendance) with different types of involvement
- 10:30–10:45 **BREAK**
- 10:45–11:15 **Panel 1: Meet Challenges to Reach All Families**
- 11:15–12:00 **Gather Ideas—Visit Exhibits by All ATPs (Gallery Walk)**
See guidelines on advance planning for this segment (pp. 145–146).
- 12:00–1:00 **LUNCH (provided or on own)**
- 1:00–1:30 **Panel 2: Meet Challenges to Reach Results for Student Success**
- 1:30–2:30 **Team Time: Discuss Ideas for the Next School Year.**
Teams meet to discuss and make notes for their next One-Year Action Plans for Partnerships. School ATPs consider the various best practices, exhibits, and challenges that were *presented at the workshop*. Using their present One-Year Action Plans for Partnerships and other notes collected over the year (e.g., *Annual Evaluation of Activities*), and considering the goals in their School Improvement Plans, ATPs discuss ideas for improving their program of school, family, and community partnerships and their *One-Year Action Plan for Partnerships* for the next school year.
- 2:30–3:00 **Wrap Up/Report Out/Announcements**
Action Team Updates: One reporter from each ATP will present one or two ideas from the discussion period to indicate the new directions and next steps that the ATP will take in the next school year.

Announcements:

- Awards, appreciations, and door prizes
- Deadline for the next One-Year Action Plans for Partnerships
- Contact information for assistance from facilitator
- Other important information

Notes for Facilitators:

- Prepare a one-page agenda for your End-of-Year Celebration.
- For a half-day or part-day celebration: Schedule *one* presentation on best practices, *one* panel on meeting challenges, and the all-school exhibits.
- For an extended day to 4:00 p.m.: Include a two-hour period for the ATPs to draft their next One-Year Action Plans for Partnerships for input from others at their school.