

STATE LEADERSHIP CHECKLIST

Steps in Developing Excellent Programs of School, Family, and Community Partnerships

This list assumes that an office for partnerships has been identified and that a director or coordinator is ready to take basic steps to advance programs of school, family, and community partnerships at the state level and with districts and their schools. The checklist helps leaders monitor their progress on partnership program development. Chapters in this *Handbook* present the research behind each entry and tools for organizing and implementing these leadership tasks.

CHECK (✓) WHEN YOU HAVE COMPLETED THE FOLLOWING:

- Develop or periodically review the state policy on school, family, and community partnerships.
- Write an annual state Leadership Plan for Partnerships that identifies strategies, timelines, and persons responsible for conducting specific family and community involvement activities. Focus on key state goals for expanding and improving partnership programs in districts and schools across the state.
- Secure a budget for staff salaries and for the planned partnership program activities.
- Identify and periodically convene meetings of state leaders across departments who are working on various aspects of family and community involvement to share their views, plans, and activities, and to identify where collaborative projects are possible.
- Conduct professional development on programs of family and community engagement with state colleagues, district leaders, and/or schools' Action Teams for Partnerships (ATPs).
- Facilitate the work of districts and schools with a regular schedule of workshops, conferences, or other activities to continually improve program quality.
- Establish procedures and select tools to periodically evaluate the quality and results of the state's partnership program and the quality and results of partnership programs in districts and schools.
- Celebrate successes at the end of each year, and help districts and schools across the state share their best practices.
- Disseminate information on the state website, social media platforms, and in print on the state's work and district and school progress on partnerships to state educators, the state board of education, parents, the public, and the media.
- If the state joins the National Network of Partnership Schools (NNPS), report that connection to major policy groups in the state department of education, other state agencies, and the business community, and to districts and schools statewide.
- Develop and implement customized activities to advance research-based programs of school, family, and community partnerships throughout the state.