

Launching Your SUN Community School Implementation Check List – The first 6 months

① = Principal action items for Summer & September of implementation year

Visibility & Relationship Building

- ① Principal championship of partnership in school and community
 - Provide adequate space for community school office and programs (set expectation of use of classrooms, cafeteria, library, gyms early)
 - Communicate with custodians & secretarial staff as early as possible
 - Introduce SUN CS in back to school packets, website, etc.
 - Integrate SUN Community School Site Manager into fabric of school - staff meetings, mailboxes, email, site council, trainings, etc.
 - Make time at August staff retreat(s) and/or early staff meeting for presentation and planning for community school
- Reach out to school staff at all levels - both in groups and individually
- Parent/Family Involvement - Bring parents in early both to shape the community school and to participate in activities and services

Building the Collaboration

- Develop a shared vision and mission
 - ① Principal and SUN CS site manager build understanding of SUN vision, model, expectations and best practices
- Involve all collaborative partners from the start
 - Parents and Youth
 - School/district administrators and teachers
 - Community Agencies & Institutions (Health, Social Services, Mental Health, Faith, Business, Service Orgs, etc.)
- Assess the assets in your collaboration
 - Articulate the skills, expertise and resources that each partner organization brings
 - Identify gaps and manage expectations
- Establish structures and agreements that reflect shared leadership and governance
 - Clarify roles (particularly between the Community School Coordinator and Principal)

Management & Governance

- Conduct comprehensive assessment that includes all stakeholders
 - ① Survey key staff before school starts about existing and needs and partners

- ① Determine initial set of key academic goals within School Improvement Plan that community partners can help with. As possible, identify actions involving community partners that are strategic and specific (such as out of school time academic support, family involvement efforts, etc.)
- Develop SUN Annual Plan that aligns with School Improvement Plan as well as charting strategies for meeting basic needs and building collaboration
- Establish service menu, staffing needs, policies, space, referral process
- Determine & Develop key operational structures: SUN Advisory/Leadership, Partner Coordination, Student/Family Staffing
- Develop MOUs with partners reflecting commitments

Programs & Services

- Start a manageable amount of new programs and/or services
- Stagger roll out

Evaluation

- Identify several key results related to the School Improvement Plan or other local efforts that you will track and ensure that early programming is designed to drive towards those results
- Establish a plan for tracking local results - data collection, timing, how analysis will happen

Resource Development/Sustainability

- Lay the foundations for sustainability in relationship building, partnership development and strategic planning - Sustaining community schools involves building a constituency and creating a common vision and strategy

STAY FLEXIBLE & CELEBRATE ALONG THE WAY!!

July 2012