

Getting Ready for Your New SUN Community School

Principal action items for Summer & September of implementation year

- 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
 - Introduce your SUN Community School Site Manager to other key stakeholders – parent groups, Rotary, business partners, etc.

- ① Get to know your Lead Agency by building a relationship with the SUN CS Supervisor at the agency and participating in hiring your SUN CS Site Manager.

- ① Build your understanding of SUN vision, model, expectations and best practices. Once your site manager is hired this is a good place to start conversation as you two with the support of your Lead Agency will lead the development of a shared vision at your school over the next year.

- 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.)

July 2012