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

The following list assumes that an office for partnerships has been identified, and
that a director or coordinator is ready to take basic, initial steps to advance
programs of school, family, and community partnerships at the state level and with
districts and their schools.

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 Action Plan for Partnerships that identifies
strategies, timelines, and persons responsible for accomplishing 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 interdepartmental leaders who are working
on various aspects of family and community involvement to share their views
and activities.

☑ Conduct professional development on partnerships with state colleagues,
district leaders, and/or schools’ Action Teams for Partnerships.

☑ Facilitate the work of districts and schools with a regular schedule of
professional development 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 end-of-the year successes and help districts and schools share
good practices.

☑ Disseminate information about the state’s work and districts’ and schools’
progress on partnerships to the media, state educators, and families.

☑ If the state joins the National Network of Partnership Schools (NNPS), report
that connection to major policy and decision-making groups in the state
department of education, other state agencies, the business community, and
districts and schools statewide.

☑ Outline strategies for program continuity in the event of changes in
leadership.

☑ Develop and implement customized activities to advance research-based
programs of school, family, and community partnerships throughout the state.