

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.