**Building Sustainable School-Community Partnerships and Programs**

Workshop outlined developed by Youth Development Executives of King County for public use

**Workshop description:**

*If we believe cross-sector partnerships are fundamental to achieving and sustaining student success, then what are we doing to develop and maintain lasting partnerships between schools and community-based organizations? In this session we will define sustainability and identify applicable practices within relationship building, strategic communication, documentation, partnership and program quality, and resource development. Participants will share strategies, assess their own partnerships, and take steps to draft a sustainability action plan. Our guiding tools to support school and community partnerships will provide you with resources to explore during the workshop and to apply after the session in depth.*

*This interactive virtual workshop is designed for leaders at all levels within schools, school districts, and community-based organizations who are developing or managing partnerships between schools and community-based organizations. It is strongly recommended for people who are looking for ways to improve their partnership practices and develop a partnership that lasts for multiple years.*

**Session Resources (download from School’s Out WA Resource Library in advance):**

* Partnership Sustainability Goal-Setting Worksheet
* Sustainability Checklist for Community Partners (to send out afterwards)
* Sustainability Checklist for School Leaders (to send out afterwards)
* In addition, several other tools from the School & Community Partnerships Toolkit are referenced in the workshop slide deck

**Detailed Session Agenda:**

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| --- | --- | --- |
| **Time Estimate** | **Activities** | **Notes** |
| 15-30 min | ***Set-up**** Designed for use with a virtual meeting account, with breakout rooms
* **In advance, create poll:** “For your organization and/or partnership, where do you see the greatest opportunity for growth?” Answers: Relationships, Strategic Communication, Documentation, Program and Partnership Quality, Resource Development
* In advance, create a Jamboard via Google, or a similar tool, with each page labeled for a different aspect of sustainability: Relationships, Strategic Communication, Documentation, Program and Partnership Quality, Resource Development
* Prepare to share relevant Partnership Tools in the session
* Enable Closed Captioning.

**Note:** SLIDE 1 serves as a marker for those opening the slide deck afterwards. |  |
| 4 min | ***Arrival & Community Building**** ***Slide 2 – Welcome to Building Sustainable School-Community Partnerships & Programs***
* Welcoming question: Share your name, pronouns, and org, and “What’s something your life that has been long-lasting and what made it that way?” in the chat box
 | **Share in Chatbox:** \*\*Welcome! Please share in the chatbox your name, pronouns, organization, and your response to the question: What’s something in your life that has been long-lasting and what made it that way?\*\*Closed Captioning is enabled. Click on CC and/or Live Transcript to view captions. |
| 4 min | **Welcome and Introduction** * Before we get started, we want to remind you that we are planning to record our session today so we can share it with you afterwards. We plan to pause recording whenever we move into breakout rooms but otherwise will keep the recording going throughout. This will record all interactions, including the chat box.
* **We will begin recording now.**

***START RECORDING**** Welcome to Building Sustainable School-Community Partnerships and Programs!
* *Facilitators introduce with name, org, and brief description of partnership background*

 ***Slide 3 - Introduction to the School-Community Partnerships Toolkit and why we’re here today*** * A full range of services and supports are needed to ensure that every child has what they need to learn, grow, and thrive.
* Community based programs often are structured to support children and youth of color, refugee and immigrant youth, and children experiencing poverty in culturally supportive ways that our schools and larger institutions have rarely been set up to do well.
* These services and supports can be most beneficial when they are comprehensive, complementary, and well-coordinated - when they are part of an ecosystem.
* The Toolkit is a set of resources and strategies to support schools and community partners that are working together to serve young people and create more equitable systems at the same time.
* It was created by Youth Development Executives of King County for public use.
 | *(Keep it brief)***Share in Chatbox:** \*\*Welcome! Please share in the chatbox your name, pronouns, organization, and your response to the question: What’s something in your life that has been long-lasting and what made it that way?\*\*Closed Captioning is enabled. Click on CC and/or Live Transcript to view captions. |
| 2 min | **Learning Objectives for Today & Agenda*****Slide 4 – Learning Objectives**** Learn a framework to define sustainability in the context of school-community partnerships (often we just think of fund development)
* Identify practices across sectors that build sustainable programs and partnerships for youth (using all of your knowledge and expertise)
* Assess areas of strength and areas in need of development within your school-community partnership, and set at least one goal to help your program and partnership to sustain over time

That’s how our agenda will flow today:* Welcome & Community Building – Why we’re here
* Defining Sustainability & Exploring the 5 Domains
* Sustainability Assessment Interviews
* Reflection & Closing
 |  |
| 2 min | **Setting the Stage*****Slide 5 – Setting the stage**** Learn with and from each other
* Trust you to take care of your needs during the session
* Give each other grace – we're all learning
* Keep cameras on whenever possible to support group discussions
* Step up and reply to questions or prompts by typing into the chat box or use the raise your hand feature and we’ll call on you to unmute yourself
* If you have questions at other times, please type your question into the chat box
 |  |
| 5 min | **Community Building** Before we dive into what it looks like to build sustainable partnerships, let’s think about our own role in creating something sustainable. To begin to build community today, we asked you what’s something in your life that has been long-lasting and what made it that way?What is something that came to mind for you? Feel free to raise your hand or unmute to speak, or share in the chatbox if you haven’t already. We’d love to hear from a few people. |  |
| 8 min | **Framing Sustainability with 5 Domains*****Slide 6 – Domains of sustainability***We’re going to share a story about sustainability with you as a way to introduce you to the five domains of sustainability we’re going to use as our framework today. *A program and partnership is sustainable if it lasts over time and is able to adapt and flourish despite conflict, challenges, or turnover in staff. By taking action within these five domains, we build a foundation for a more sustainable program and partnership.** Relationships
* Strategic Communication
* Documentation
* Program & Partnership Quality
* Resource Development

As I tell my story, we encourage you to type into the chat box the name of the domain whenever you hear an action we took that might fall into that domain. No wrong answers here, as the things we share might fall into multiple categories. Another option would be to take notes for yourself as you listen.*Share story (ideally, a true story) about building a lasting youth program that was part of a school and community partnership**Refer to actions taken related to:** *Relationships (e.g. get to know our youth & families, quarterly mtgs w/ principal, collaboration w/ teachers to link content between school day and out-of-school-time, principal invite to meet & interact with staff during PD, the custodian & his team, the director of the other after-school program)*
* *Strategic communication (e.g. strategic alignment with school goals & curriculum, program newsletter, program events highlighting student learning, daily classroom checklists to build trust w/ teachers)*
* *Documentation (e.g. maintain program files & transfer to new leadership, Memorandum of Understanding)*
* *Program and Partnership Quality (e.g. staff from the community who reflect racial & ethnic identities in our youth population, partnership goals – sharing space more effectively; achieving academic growth goals)*
* *Resource Development (e.g. office space, hall bulletin board, staff ID)*
 | {Story includes actions related to each domain} |
| 35 min10 min, then 20 minutes in small groups, 5 minutes for transitions | **Sustainability Framework and What Does It Look Like**Sometimes when we assess how effective our programs and partnerships are, we focus on youth outcomes. We’re going to take a broader look at partnership because how we work together matters as much as what we do together.We recognize talking about sustainability after the past year and half may be challenging for some, and we encourage you to choose how this will be most useful -- as a way to reflect on what your partnership has been and could be moving forward, or as a way to identify strategies for adapting (and sustaining) partnerships during moments of crisis.We’ll begin by sharing a few strategies for each domain, and then we’ll move you into breakout rooms, with each group assigned to have a deeper conversation about one of these domains.***Slide 7: Sample Strategies for Relationship***sThis is about the importance of investing in relationships – putting in the time and attention to build trust and collaboration.*Highlight one of the strategies**Share a specific example****Slide 8: Sample Strategies for Strategic Communication***This is about developing a shared vision and goals, knowing who your key audiences are, and tailoring your messages strategically.*Highlight one of the strategies**Share a specific example****Slide 9: Sample Strategies for Documentation***This domain focuses on the kinds of documentation that support the operations of the partnership and leave a historical record.*Highlight one of the strategies**Share a specific example****Slide 10: Sample Strategies for Program & Partnership Quality***The key to this domain is in the title – quality. If the program is high quality and meets community needs, it is more likely to sustain over time. The same goes for the partnership - the way two or more organizations work together will impact the program itself.*Highlight one of the strategies**Share a specific example****Slide 11: Sample Strategies for Resource Development****Leah:* This domain asks us to think about how we seek out, develop, and secure resources for our partnerships and programs, from shared space to staffing to grants.*Highlight one of the strategies**Share a specific example*OK, now we’re going to break into 5 groups. The questions you’re responding to are the same, but each group will a different domain of sustainability.* Group A: Strategic Communication
* Group B: Relationships
* Group C: Documentation
* Group D: Program and Partnership Quality
* Group E: Resource Development

A domain will be listed as the name of your group, and that is the category your group will focus on. Now you have a chance to dive deeper in a small group. The topic of your breakout group will be the title of your small group.***Slide 12– Built to Last: Practices & Tools****The guiding questions for your discussion are:** What do we need to do in this domain to build sustainable partnerships in our current context? What practices and tools should we implement?
* What does it look like to infuse equity into our practices in this domain?
* *IF SMALL GROUP – Practice with Partnership & Program Quality*

 The questions for your discussion are in the chatbox.We’ve set up a Google Jam Board for you to record your ideas, if you like, and then we’ll share a PDF of the boards with you all afterwards.*Show how to navigate this tool.*)Stop Screen Sharing Share Jam Board on Screen**We are pausing the recording.****We’re launching the breakouts now.***Launch breakout rooms—15-20 minutes in small groups, depending on size of large group**……………………..* | Producer: Assess # of people, and prepare the Breakout Rooms accordingly:* We need at least 5 groups, 1 for each of the domains.
* Each group should have max 6 people.
* Label each room with its topic
* Timing: 20 minutes

Group A: Strategic CommunicationGroup B: RelationshipsGroup C: DocumentationGroup D: Program and Partnership QualityGroup E: Resource DevelopmentIf there are 12 people or less:15 minutes in groupsDo Program & Partnership Quality togetherGroup A: Communication & DocumentationGroup B: Relationships & Resource Development**Share in Chatbox:**  \*\*You can use this Jamboard to record your notes: ADD JAMBOARD LINK HERE**Share in the chatbox:** \*\*Within your assigned domain for your group, discuss:-What do we need to do in this domain to build sustainable partnerships in our current context?-What does it look like to infuse equity into our practices in this domain?\*\* |
| 25 min | **Sustainable Practices – Infused with an Equity Approach***Return to full group.** **We will resume recording now.**

Welcome back! We’re curious to hear from each group:* What resonated with you from your discussion?
* What does it look like to center equity as you build sustainable partnerships?

Please raise your hand or unmute to speak.*(Group discussion, about 20 minutes)*Which strategies work best for your program and partnership will depend on various factors, such as longevity of the partnership, who are the people making decisions, the dynamics of race and power that are at play, the funding climate, and more. However, we have found that all 5 of these domains collectively can build a strong foundation for partnerships and programs that last over time. |  |
| 25 min | **Sustainability Assessment Interviews**Now we’re going to reflect on what practices we already do have in place in partnerships we are a part of. ***Slide 13 – Assessing your program and partnership***First, we’re going to give you five minutes to begin reflecting on a school-community partnership you are a part of, or one you’ve been a part of in the past.For this activity, we’ll be using the Partnership Sustainability Goal-Setting Worksheet, which you can download via the link in the Chatbox.*Questions:** *What relationships have you built within your school community (or other partner community) to sustain the partnership?*
* *What are some strategies you are using to communicate with different stakeholders about the program and partnership?*
* *What documentation exists or have you developed for your partnership or program? (If you left your job tomorrow, how would your predecessor know where to begin the work without starting from scratch?)*
* *What are you doing to assess and improve the quality of the program and partnership? (What does your cycle of continuous improvement look like?)*
* *What steps have you taken to identify or develop resources to sustain the partnership?*

Depending on your current situation, you might be...* Reflecting on a past partnership;
* Assessing a current partnership;
* Exploring or imagining a new future partnership.

We invite you to download the worksheet, turn off your video cameras, and think about or write down your responses to the questions.*(5 minutes for individual reflection)*OK, now we’re going to give you a chance to reflect further with a partner, so you have a chance to exchange some ideas and hear about another specific partnership. You’ll have 15 minutes together to share some of the practices you’ve done within each of these domains. You can ask each other the questions from the worksheet, or have an open discussion about how you’re infusing equity into your approach to sustainability during this time.We encourage you to take notes, as we hope these conversations will help you build your own sustainability action plan after this session.If you go to your room and the other person in the room doesn’t engage with you, please choose “Leave Breakout Room” to come back to the main room so we can partner you with someone who is available to talk.***{Pause Recording}****{Launch breakout rooms}**(15 minutes)* | **Producer:** Prep breakout rooms for next round – groups of 2 if everyone is engaged and able to participate, groups of 3 if not**Share in chatbox:**  Here is the link to the Partnership Sustainability Goal-Setting Worksheet: ADD LINK TO PARTNERSHIP SUSTAINABILITY GOAL-SETTING WORKSHEETPause recording; be prepared to assist with reconfiguration of breakout rooms if needed |
| 8 min | **Goal-Setting & Reflection**Welcome back!***{Resume Recording}***We’re going to take a moment to reflect on what you’re learning about your partnership.***Slide 14 – Reflection & Goal-Setting**** **Let’s take a poll** – in a moment you should see a poll pop up on your screen
* For your organization and/or partnership, where do you see the greatest opportunity for growth?
* Use the “raise your hand” feature to be called on or share in the chat box – What is one goal you will set for yourself in a growth area, and one action you’re going to take?

We encourage you to follow up after this session and complete the Goal Setting Worksheet and put your own sustainability plan into action.  | **Producer: Launch Poll,** then close after all or almost all have responded, and share results after about 2 minutes**Share in the Chat:** \*What is one goal you will set for yourself in a growth area, and one action you’re going to take? |
| 2 min | **Closing & Thank you*** We will follow up with a recording of this session and links to several tools we’ve referenced today.
* We will email you a workshop survey and would love your feedback.

**We are stopping the recording.*** If you have any additional questions, we can stay on a few extra minutes so feel free to send us a message in the chat box or stay in the meeting if you have a question.
* Otherwise, thank you for joining us today and we hope to connect with you again soon!
 | **Share in the Chat:** We would appreciate your feedback! Here is the workshop survey: ADD SURVEY LINK IF USING ONE |
| Total time: 120 min | **Total time****Post Event Tasks:**Email to registrants with PDF of slidedeck, links to resources, and access to recording of session |  |