PLANNING FOR ONGOING COMMUNICATION

Use this document with your partner to establish communication norms for your work together. Shared expectations around communication can prevent misunderstandings, and can make difficult situations easier to resolve.

Primary Contact (School):

Contact Phone:

Contact E-mail:

Preferred Communication Method:

Alternate Contact:

Primary Contact (Partner Agency):

Contact Phone:

Contact E-mail:

Preferred Communication Method:

Alternate Contact:

SCHOOL YEAR MEETING SCHEDULE

Meeting Purpose (e.g. scheduling, partnership check-in, data review)	Meeting Frequency (e.g. monthly, quarterly)	Attendees	Facilitator(s)
	Date(s):		
	Date(s):		

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GUIDING QUESTIONS

1. Was the schedule above created with input from all partners?
2. How will you establish meeting agendas so that everyone's concerns are addressed?

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3. How will you document and share what goes on in meetings?
4. What actions will be taken when problems or issues arise?
5. Are there other protocols or practices you would like to establish, such as time frames for requesting agenda items, meeting notification practices, meeting locations, etc.?
6. How often will you revisit this plan?