

# Community School Partnerships

**TOOLKIT**

**Evaluation**

**Collaboration**

**STRATEGIES**

*Community*

**SUSTAINABILITY**

Tools for building  
school and community  
partnerships.



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Community School Partnerships*

## Acknowledgements

Most of the information included in this toolkit was produced or collected by the *Healthy Start Field Office* (in the *Center for Community School Partnerships* at the University of California, Davis) under contract with the California Department of Education. Additional tools were developed with the *Children's Aid Society's National Technical Assistance Center for Community Schools*, with support from the *John Gardner Center at Stanford University*. We would like to extend our appreciation to the following people.

Current and former Healthy Start field office staff (in alphabetical order): Joanne Bookmyer, Maria Casas, Anthony Chee, Beth Hart, John Jones, Lynne Jones, Mary Leland, Rachel Lodge, Kindra Montgomery Renee Newton, Keith Prior, Bel Reyes, and Lisa Villarreal. We also gratefully acknowledge the contribution of the following independent consultants (in alphabetical order): Kimberley Dark, Suzanne Falzone and Meredith Honig. We owe special thanks to Holly Ober, who rewrote, edited and guided the kit into its final form.

We could not have produced this toolkit without the experience and contributions of local Healthy Start programs. We extend our deepest appreciation to the thousands of Healthy Start partners who shared their triumphs and challenges with us to produce tools grounded in the realities of community schools. Finally, we give credit to the many consultants and administrators at the California Department of Education who offered their support and encouragement to local grantees and program staff.



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# Community School Partnerships

## About the Center for Community School Partnerships

The Center for Community School Partnerships engages in research, evaluation, and technical assistance. We connect schools and communities in ways that support student success and youth wellbeing. Located in the UC Davis School of Education’s CRESS Center, the Center for Community School Partnerships (CCSP) began as the Healthy Start Field Office in 1992. CCSP has also provided national and international consultation in education reform and collaborative partnership policy. An examination of the successes and challenges of people working in community schools has allowed us to develop practical and workable solutions. Many of these solutions can adapt to suit a wide variety of communities.

### Purpose

This **toolkit** presents tools to guide any school that wants to improve student achievement, youth wellbeing and ties to families and communities. It gives **step-by-step instructions** to create strong community school partnerships. The Healthy Start Support Services for Children Act established grants that schools receive to create learning supports for children, families, and communities. The Center for Community School Partnerships has worked with over 850 Healthy Start grantees since 1992. This toolkit pulls from the best of the training materials and resources we have used for sixteen years to help the grantees grow and sustain their programs. **These tools work.**

## What is a Community School?

Community schools combine rigorous academics with a wide range of services, supports, and opportunities. Some people call community schools “full service” or “extended service” schools. Community schools provide the resources for students to develop socially, academically, physically and emotionally. They enable families to thrive. When families thrive, so does the whole community. Five principles stand behind successful community schools.

- 1** The school has a core instructional program with qualified teachers, a challenging curriculum, and high standards for students.
- 2** Learning motivates and involves students on all levels. Learning occurs in school and in community settings, during and after school.
- 3** The school addresses the basic physical, mental and emotional health needs of young people and their families.
- 4** Parents, families, and school staff share mutual respect and cooperate effectively.
- 5** Community involvement, together with school efforts, promotes a safe, supportive and respectful school climate.

## How to use this TOOLKIT

This toolkit contains three types of information. It offers discussions about some processes you need to know about group work. We have marked discussions with this icon: Second, you will find activities that will help your group work together well. We have marked activities with this icon: Finally, you will find what we call “tools”. By “tools”, we mean templates, instructions, assessments and other documents that you can take out of the kit and adapt for your group’s use. We have marked tools with this icon: We expect you to remove sections, tools, or activities as needed. Color-coded pages make it easy to keep sections in order even if you mix and match contents. Groups in the early stages of forming partnerships should start with Section 1.



## TOOLKIT Contents

### Section 1: Why a Community School?

- Objectives**
- Understand What Is a Community School
- Activities**
- Community Schools Power Point
  - An Introduction to Logic Models
- Tools**
- Why Community Schools? Whole Child
  - Strategy for Collective Success
  - Community School Logic Model

### Section 2: Beginning Steps

- Chapter Objectives:**
- Bring Together a Planning Team
  - Create a Shared Vision
  - Manage the Collaborative Planning Process
- Activities:**
- Healthy Start/Community Schools Visioning Activity
  - Questionnaire for Assessing Participation
  - Understanding Personal Preferences
- Tools:**
- Sample Agendas – Community Collaborative Meetings
  - Understand Group Development
  - If You Decide to Hire a Coordinator
  - Job Description Site Coordinator
  - Essential School Participants
  - Sample List of People and Organizations

### Section 3: Understanding Your Community

- Chapter Objectives:**
- Develop The Community Assessment, Purpose and Definition
  - Building a Community Assessment Team
  - Understand Various Ways to Collect Community Information
  - Primary and Secondary Data Collection
  - Develop The Community Profile
  - Develop Ways to Get Community Input and Determine Priorities
- Activities:**
- Community Assessment Flow Chart
  - Community Assessment Worksheet
  - Community Assessment Timeline
  - Identifying the Stakeholders – Summary and Framing/Positioning
  - Youth School and Community Photo Mapping
- Tools:**
- Overview of the Community Assessment Process
  - Collecting Information: Primary and Secondary Data and Maps
  - Methods to Get Community Input: Town Halls, Focus Groups, Surveys, Interviews
  - Tricks and Techniques of the Survey Masters
  - Resources and Basic Computer Tools
  - Secondary Data Guide

### Section 4: How to Collaborate and Form Partnerships

- Objectives:**
- Understand Collaboration and Partnerships
  - Develop Shared Leadership and Decision-Making Processes
  - Develop an Understanding of Working With Different Cultures
  - Understand Ways To Engage Students
  - Develop Ways to Gain Authentic Parent Involvement
  - Understand Ways to Engage Organizations
- Activities:**
- Establishing Clear Norms/Operation Agreements
  - Using Social Justice Youth Development Power Point

- Tools:**
- Decision-Making Methods
  - Sample Governance Structure
  - Effective Collaboration Components
  - Sample Collaborative Structures
  - Sample Memorandum of Understanding
  - Parent Outreach
  - Family Needs Assessment
  - Business Partnerships: A Piece of the Staying Power Puzzle
  - Social Justice Youth Development Matrix

### Section 5: Linking Strategies to Results

- Chapter Objectives**
- Understand the Place for Case Management
- Activities:**
- Understanding the Place for Case Management Power Point
- Tools:**
- Analysis of Alternative Interventions
  - Sample Strategy Chart
  - Readiness Checklist
  - Case Plan
  - Family Service Plan
  - Sample Children, Family, and Community Outcomes Indicators

### 6: Measuring Progress and Evaluating Results

- Objectives:**
- Understand Ways To Measure Progress Across Multiple Levels of Intervention
  - Understand Ways To Prioritize Planning for Evaluation
  - Understand Ways To Document the Work – “Telling Your Story”
- Activities:**
- Questions About Outcomes
  - Creating Your Staffing Pattern for Evaluation
  - Developing a Strategic Plan for “Telling Your Story”

- Tools:**
- Hiring a Local Evaluator
  - Evaluation Planning Steps
  - Staff Calendar of Evaluation Activities
  - Parent/Caregiver Questionnaire (English and Spanish)
  - Student Questionnaire (English and Spanish)
  - Family Satisfaction Questionnaire (English and Spanish)

### Section 7: Sustainability and Marketing

- Objectives:**
- Understand How to Increase Collaborative Commitment
  - Understand Methods to Increase Strategic Funding
  - Understand Ways to Market The Success of Your Community School Partnership
- Activities:**
- Destination Sustainability Power Point
- Tools:**
- Business Partnerships: A Piece of the Staying Power Puzzle
  - Steps to Build Relationships with Business Partners
  - Reviewing Your Current Resources
  - Rolling in Resources Sample Chart
  - Rolling in Resources Wall Chart
  - Tracking and Matching of Funding and Results
  - Building A Justification For Long Term Funding
  - Steps to Creating Your Brochure and Sample Brochure
  - When and How to Write a Press Release and Sample Release
  - What Is a Marketing Kit and How Do You Use It?

