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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 well-being. 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 a wide variety of communities.

Purpose

This toolkit presents tools to guide any school that wants to improve student achievement, youth well-being 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.

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
- 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

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

Section 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:
- 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 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?

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. Lastly, 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.