



District Facilitators Tasks at the Start of the School Year

Family, School, and Community Partnerships

At each school:

- ☐ Schedule a meeting with each principal and the chair or co-chairs of the Family, School, and Community Partnerships (FSCP) team to discuss the school's One-Year Action Plan for Partnerships, goals for family and community involvement, and how the facilitator can best assist the school.
- ☐ If invited to do so, present information on the district's program of family, school, and community partnerships at back-to-school nights or other school meetings of the faculty, parent organization, school council, or other groups. Or, attend these meetings to support the chair or co-chairs of the FSCP team.

With the chair or co-chairs of each ATP:

- ☐ Set a date for the first meeting of the full team.
- ☐ Check that the FSCP team replaced team members who left the school.
- ☐ Collect lists of contact information for members of the FSCP team and team and committee leaders and give copies to all FSCP team members.
- ☐ Review and discuss activities in the One-Year Action Plan for Partnerships, and check which activities are scheduled in the next month or two.
- ☐ Discuss the responsibilities of team members and others to ensure that the planned activities will be well implemented and on schedule. Provide direct assistance as needed.
- ☐ Commend the FSCP team members for their service to the school.

In the district office:

- ☐ Meet with the director of family, school, and community partnerships or your immediate supervisor to discuss the year's partnership plans.
- ☐ If possible, attend and participate in the superintendent's meetings of principals, community and parent groups, or other groups.
- ☐ Contribute to the district website and other communications with spotlights on high-quality, goal-linked district and school practices of family and community engagement.
- ☐ Provide your supervisor with short, monthly reports of all activities conducted with school-based teams and district colleagues on school, family, and community partnerships.
- ☐ Conduct other district leadership activities on school, family, and community partnerships.