**School Facilitator – Community Partner Staff Check-In Agenda**

Check-in meetings provide an opportunity for the school facilitator and partner staff to address any items/issues that may arise throughout the program. Take time to set up, at minimum, one check-in meeting with the partner staff to maintain communication. Below are some questions to address during this meeting:

* What are the current classes being offered?
* Have there been any issues around space or materials?
* Do we have enough staff for the number of students?
* Report highlights from program staff reports.
* Have the classroom teachers given any feedback or reported any issues regarding space, program staff or student involvement?
* Have the program staff given any feedback or reported any issues regarding space, classroom teachers or student involvement?
* Discuss future program staff absences, substitutions, or irregularities in school calendar (PD days, early release days, holidays)
* Have parent/community volunteers been welcomed into the classroom and enrichment programs? Do we have someone assigned to regularly check in with them?
* Discuss future events around enrichment programs:
  + When will the events take place?
  + How will parents and teachers be notified?
  + What additional space and materials will be needed?
  + How will building staff be made aware of the event?
* Brainstorming for next enrichment session:
  + Should there be additional classes offered?
  + Are classroom teachers happy with the current curricular alignment?
  + Is there enough staff available?
  + When and how will additional outside community partners be trained on school/program culture and protocols?
  + Are there any new community partnerships that might be a good fit for our school?
  + Are there any community partnerships that we would like to end or adjust to be a better fit for the next session?