**Prep work for school facilitator:** Put up signs directing people to the presentation room, confirm attendance

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| **Community Partner Training Agenda**  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Time:** 9:00-10:30am  **Location:** School Address, Presentation Room | | |
| **Facilitators:** School Expanded Learning Facilitator, Principal or Assistant Principal, and/or Lead Agency Coordinator | | |
| **Meeting Objectives:**   * To review policies and procedures for running enrichment programs at * To answer any questions community partners have related to their work at the school | | |
| **Schedule** | | |
| **Time** | **Agenda Item** | **Staff** |
| 9:00-9:10 | Welcome, introductions, partners get to know each other  Vision for Enrichment Programming and for Community Partnerships |  |
| 9:10-9:20 | Overview of the school culture and the students and community they will serve |  |
| 9:20-30 | Go over Community Partner Handbook   1. Contact Info 2. School Culture 3. Lead Teachers 4. School Agreements 5. Program Assessment |  |
| 9:30-9:35 | Ice Breaker Game/Break |  |
| 9:35-9:45 | Community Handbook Part 2   1. Student attendance 2. Staff absences 3. School schedule, bus schedule, year-calendar |  |
| 9:45-9:50 | Interactive Reflection Activity:   * Take 2 minutes to collaborate with your elbow partner on how you can incorporate the school’s core values in your program curriculum * Spend 3 minutes sharing out ideas |  |
| 9:50-10:00 | Other operations and logistics:   * Technology/computer/projector use for those who will need it * Classrooms * Classroom Materials * Questions for School Facilitator |  |
| 10:00-10:10 | Tips on classroom management and any potential student behavior concerns  (Further comments on policies/procedures, contact with teachers, etc.) |  |
| 10:10-10:20 | Community Partners fill out any remaining district paperwork, background checks, Sharing Learning Spaces Agreement and sign MOUs  Questions |  |
| 10:20-10:30 | School Tour, including emergency exits, and wrap-up |  |

**Items to Collect from Partners:**

* Completed MOUs if not yet received
* Proof of Background Check
* Scope & Sequence of Course Objectives
* Sharing Learning Spaces Agreement
* Staff Contact List

**Items to Provide Partners:**

* Community Partner Handbooks
* School Staff Contact List
* Substitution forms (to be completed and returned if needed)
* Copy of Sharing Learning Spaces Agreement
* Invoice Procedures and Prompt Payment Checklist