**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
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| **Schedule**  |
| **Time** | **Agenda Item** | **Staff** |
| 9:00-9:10 | Welcome, introductions, partners get to know each otherVision 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 Handbook1. 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 21. Student attendance
2. Staff absences
3. School schedule, bus schedule, year-calendar
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| 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
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| 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 MOUsQuestions  |  |
| 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