



# United Way COMMUNITY SCHOOLS

## “How-To Do It:” Community Leadership Team and Meetings

### What It Is

Your Community Leadership Team, led by the Community School Coordinator, is a collaborative leadership structure within your school that invites community partners, school staff, parents, students and other related stakeholders to share resources and talents to further the schools' priorities as outlined in their School Improvement Plans or Title 1 Plans and therefore in your Community School Alignment Plans that you populate throughout the summer.

Your Community Leadership Team meeting is important for several reasons. It gives the community a voice in the decision-making at your school, it promotes collaboration and transparency, and it connects your school with resources that it might not otherwise be exposed to. Check in with your principal and your lead partner supervisor to secure a list of existing partners that have generally been invited to these meetings in the past. As you grow in your role, you will compile a “resource inventory OR asset map” for your school as part of the CS Needs Assessment process. This will enable you to strategically invite new partners that can contribute intentionally toward your schools' priorities.

Currently, the requirement as far as how frequently you should be holding these meetings, is at least once every quarter. This can always be adjusted to be more frequent with the needs of your school.

### Scheduling Your Partner Meeting

Reach out to your existing community partner list to set up your first meeting. A Doodle Poll is a great tool to use to get an idea for a time and date that works for most people. [www.doodle.com](http://www.doodle.com). It is not realistic to expect that all your invitees attend every meeting, but once you become comfortable in your role it may be a good idea to schedule your meeting dates out for the entire year to make sure you get them on everyone's calendar. It is important to invite school staff and families to participate in this meeting as well, so try to think of times that might work into most schedules.

### What it Looks Like in Practice

- Use your first partner meeting to get a better idea of who and what resources are in the room, as well as centering your partners to the Alignment Plan goals set forth by building leadership. Discuss the goals partners may have for the year and where you can find mutual alignment. This meeting should take place ideally before the start of the school year, this way you can identify the goals each partner can contribute towards.
- Your partners are attending your meeting because they want to be involved somehow with your school. Utilize your meeting time to give participants a purpose and a role in the planning or implementation of something that will achieve measurable outcomes at your school.
- Your Community Leadership Team meetings should be utilized as a working group. Use this meeting to share data, collect resources/assets for the school and contribute to your overall school priorities/goals.
- One of the biggest challenges in effectively managing a community partner meeting is making sure you are not just reporting on school events. Think about ways you can get your partners involved with your school. Always think – can what I'm talking about be covered via email or through a newsletter. A newsletter can be an effective tool to use before, during, or after partner meetings. Through a newsletter, you can share events and programs happening at your school, while still utilizing most of your time together to think and work together.

Network Partner:



United Way of the  
Greater Lehigh Valley

