



United Way COMMUNITY SCHOOLS

“How-To Do It:” CORE Team Meetings

What It Is

Your CORE Team meeting is the monthly meeting with your building principal, lead partner, UW Liaison and key school stakeholders to think strategically about partnerships, initiatives and programs happening at the school (i.e., other Leadership Team members).

Scheduling the Meeting

When you first begin, your CORE Team meeting may be led by your UW liaison and Lead Partner. Over time, you will be responsible for scheduling and creating the agenda for this meeting. When you first start, one of the first things you should do is establish a regular schedule for CORE meetings for the rest of the year. Everyone’s schedule fills up quickly, and getting this important meeting on everyone’s calendar is important.

Before your CORE meeting, send a reminder to all members of your CORE team. This may also be a suitable time to check in and see if anyone has anything specific, they would like added to the agenda and discussed during the meeting. This can be a good practice to ensure the structure and time management of your meetings.

What This Looks Like in Practice

- Use this monthly time together as efficiently as possible. Although it is good to give updates regarding family engagement events and programs, this meeting should be used primarily as a working group to discuss data and its implications, think strategically about plans for the school and troubleshoot potential problems that may arise.
- Be sure to reference your Alignment Plan when discussing potential new initiatives and opportunities at your CORE team meeting. This document can be a good guide to use to keep the team focused on the agreed upon top priorities of the Community School work.
- Come into your meeting with a structured agenda. If possible, send your agenda out to your CORE team ahead of time so that they are aware of the topics for discussion. This can help keep your team focused on your intended outcomes for the meeting.
- Be sure to send out a follow-up email to your CORE team after the meeting with what was discussed and any potential areas needed to follow up on. This can help inform any team member that may have missed the meeting and reinforce next steps.

Network Partner:



United Way of the
Greater Lehigh Valley

