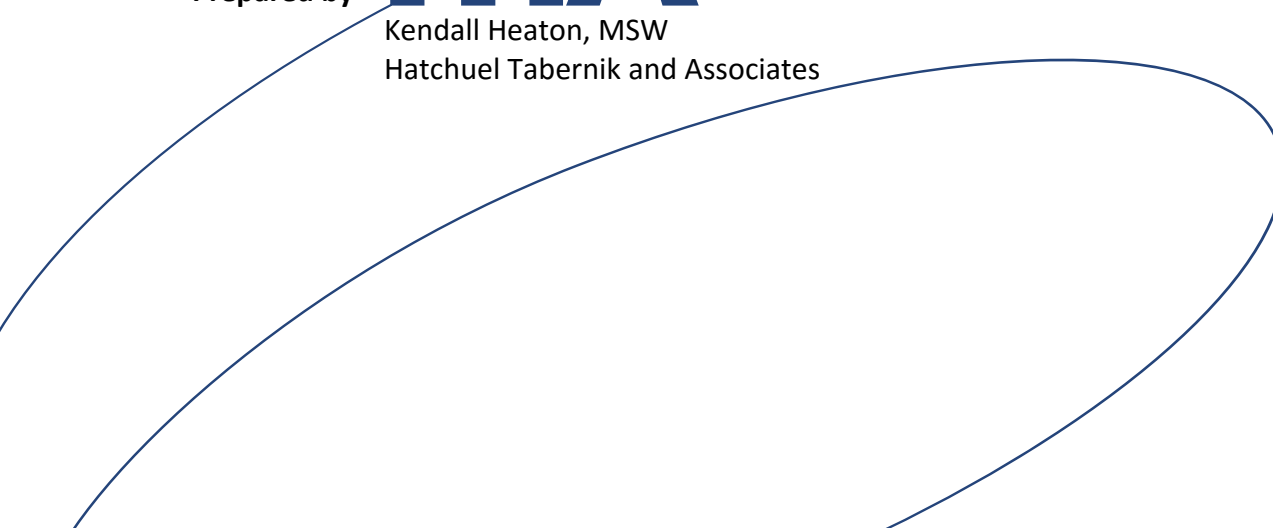


Site-level Community School Leadership Collaborative

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Site-level Community School Leadership Collaborative

The Community School (CS) Leadership Collaborative is a collaborative group that provides oversight and guidance for the development, implementation, and evaluation of the community school (CS) efforts at the site-level. The group works with the Principal and Community School Coordinator to ensure that the collaborative CS efforts are aligned with the site's CS Theory of Change, are being implemented with quality and fidelity, and meet the identified needs of children, families and the school community.

CS Leadership Collaborative Membership

The following roles are recommended to participate on the CS Leadership Collaborative. It is recommended that the CS Leadership Collaborative overlap some representation from the School Site Council (teachers, students, family members, community representative) to ensure consistent communication, coordination and integration between the groups.

School site and District:

- Principal
- Vice Principal
- Community School Coordinator
- Counselors
- Teacher representative (2)
- Classified staff representative
- Student representative (3; 1 per grade with parent permission)
- District Community School Director
- District Director of Student Support Services

Health & Wellness

- CS Case Manager
- School Psychologist
- Mental Health Clinician (LCC)
- Health Van Site Clinician (County)

Expanded Learning

- Afterschool Coordinator
- Parks and Rec representative (City) (if applicable)

Family Engagement

- Parent Liaison
- Family representatives (2)
- PTA representative (if applicable)

Community

- Community Resource Officer
- Pittsburg Community Advisory Committee member
- Higher Education representatives (LMC, Saint Mary)

Membership commitment: Group members are invited to join the CS Leadership Collaborative by site leadership. Members are asked to commit to serving the Leadership Collaborative for a two-year period with a 75% meeting attendance rate. Some roles have a rotating membership, and the site is encouraged to select new members after the two-year membership period expires (students, teachers and family members).

See CS Leadership Collaborative Members chart at the end of this document.

CS Leadership Collaborative Parameters

Meeting time: 2-4 times a year in the library from 3:30-5:30pm (monthly meetings during strategic planning process); subcommittee work may take place between meetings.

Planning, facilitation and oversight: In collaboration with the site principal, the Community School Coordinator is responsible for:

1. Identifying the meeting goals and desired outcomes that link to the annual CS Site Plan and move the CS efforts forward,
2. Agendizing, facilitating and documenting the monthly Leadership Collaborative meetings
3. Providing general project management and oversight for the Leadership Collaborative and the CS efforts
4. Facilitating ongoing communication as needed with Leadership Collaborative members

Group Norms and Decision-making: The group will collectively establish their group norms and the CS Coordinator will be responsible for ensuring members adhere to these norms. The group will make decisions based on simple-majority with the principal maintaining the power to veto.

Recommended Subcommittees: While much of the collaborative work will take place during the monthly CS Leadership Collaborative meetings, times will arise when tasks will need to be completed between meetings. The following are recommended subcommittees that can be formed and utilized as needed during the planning, implementation, evaluation and oversight of the Community School effort:

1. Program Area Task Forces (for program design and planning)
 - a. Academic
 - b. Expanded Learning
 - c. College and Career
 - d. Health and Wellness
 - e. Family Engagement
2. Coordination of Services
3. Resource Development and Sustainability
4. Data and Evaluation
5. Communications and Outreach
6. Professional Development
7. Partnership Practices

CS Leadership Collaborative Member Roles and Responsibilities

While the site Community School Coordinator will take the lead on the majority of the responsibilities listed below, the CS Leadership Collaborative members will be responsible for providing input, guidance and approval.

Visioning and Planning

- Prioritization of student, family and staff needs from CS Needs Assessment
- Establish a Theory of Change (TOC) and CS Logic Model based on the CS Needs Assessment findings and community input (@ every 3 years), outlining the:
 - Vision and Mission
 - Guiding Values
 - Overarching Goals/Desired Results
 - Short-term, Intermediate and Long-term Outcomes
 - Strategies and Interventions

Programmatic Design, Implementation and Monitoring

- Adjust and develop program strategies and interventions to address identified needs and meet the outlined CS Goals
- Ensure programs are research and data-informed.
- Ensure all Community School systems and programs are in place and functioning
- Ensure CS systems and programs are implemented with quality and fidelity, and deliver on desired outputs and outcomes

Policies and Procedures

- Develop, maintain and monitor site-level CS systems and processes (coordination of services, professional development, communications and community engagement, partnership practices, etc.)
- Document policies and procedures for these systems and processes

Resource Development and Sustainability

- In partnership with the site leadership and the School Site Council (SSC) ensure CS staffing and programming is sustainably funded.
- Create and execute a Resource development plan when additional funds are required for necessary programs and services.

Communications and Community Engagement

- Maintain up-to-date communications and community engagement plans that ensure the proper information reaches the appropriate audiences.
- Ensure avenues for engagement of a variety of stakeholders at different levels (providing feedback/input, collaborative decision making, involvement in programming, reflection and continuous learning, etc.), including internally with the site and district, as well as with the school community and the community at large.

Data and Evaluation

- Identify student, family and staff needs through the CS Needs Assessment process.
- Identify overarching CS Desired Results & baseline indicators
- Create program evaluation plans that align to the TOC and Logic Model (CS Coordinator lead)
- Conduct periodic initiative- and program-level evaluations to demonstrate collective and programmatic impact, as well as program quality (CS Coordinator lead)
- Create a data collection plan to ensure data is being collected to demonstrate impact on indicators and results.
- Maintain a data system that allows for 1) streamlined case management and ongoing communication, 2) collection of data for identifying needs, program planning, targeting services and evaluation.
- Utilize data for:
 - Case Management and internal communication
 - Needs Assessment
 - Program planning
 - Targeting services to individual students or subgroups
 - Evaluating programs and overall initiative
- Foster a culture of reflection and continuous learning within the collaborative, as well as among the school community, district staff and community at large.

CS Leadership Collaborative Members Chart

	Role	Person
School site and District	Principal	
	Vice Principal	
	Community School Coordinator	
	Counselors (3)	
	Teacher representatives* (2)	
	Classified staff representative*	
	Student representative* (3; 1 per grade with parent permission)	
Health & Wellness		
Health & Wellness	CS Case Manager	
	School Psychologist	
	Mental Health Clinician (LCC)	
	Health Van Site Clinician (County)	
Expanded Learning		
Expanded Learning	Afterschool Coordinator	
	Parks and Rec representative (City) (if applicable)	

Family Engagement	Parent Liaison	
	Family representatives* (2)	
	PTA representative (if applicable)	
Community	Community Resource Officer	
	Community Advisory Committee member	
	Higher Education representatives	

*Rotating Membership