**SCHOOL PARTNERSHIP FIRST STEPS**

**PARTNERSHIP INVENTORY**
Find the partners in your school and introduce yourself. Make a list and keep it updated all year.

**WRITE & SEND THE MEETING AGENDA**

**MEET WITH THE LEADERSHIP TEAM**
Consult your leadership team and principal along the way. Regularly attend leadership meetings.

**SCHOOL PROGRESS REPORT AND OTHER RESEARCH**

**NEIGHBORHOOD STOMP**

**PARTNER MEETING**
Present Context and needs of the school, and introduce the concept of collective action of partners.

**SCHOOL PRESENTATION**
Create a presentation that informs partners about your school. Use information you gathered from any research you’ve done. Use this presentation at your first partner meeting.

**FOLLOW UP WITH TEACHERS AND OTHER STAKEHOLDERS**

**INVITE PARTNERS TO YOUR FIRST PARTNER MEETING**

**NEEDS ASSESSMENT**
Use the PHENND teacher priorities questionnaire to find out what other staff in the building think is important to partnerships in the school.

**FOLLOW THROUGH WITH YOUR PARTNERS**

**CHECK YOUR VAD**

- PARTNERS
- RESEARCH
- MEETING
- PRODUCT