**PRINCIPAL PRIORITIES CONVERSATION GUIDE**

* Get a sense of what has been done previously around school goals and mapping partnerships
* Determine what additional steps are necessary to compile and analyze data that will inform the goals/priorities that you present to new and existing partners at your school

**Goals for this Conversation**

**Who:**

* The partnership coordinator and the principal

**Where/How:**

* We recommend giving your principal a heads up about what you plan to talk about, so that they have time to prepare and bring any helpful documents, including the school-level plan for your school. It is important to have this meeting in person.

**What to do before the conversation:**

* If you and the principal decided that collecting additional information is important, like administering a brief teacher survey about their goals/priorities for partners, you should take steps to begin collecting that.
* Once you have all of the additional data, schedule a quick follow-up meeting to finalize the list of goals/priorities that you will share with new and existing partners.
* If a follow-up meeting isn’t necessary, you should begin populating the one-pager summary templates, [which is available on the Toolbox webpage for this module](https://www.philasd.org/strategicpartnerships/toolbox/schoolgoals/), or make your own document that can be shared with partners.

**What to do after the conversation:**

* Discuss the purpose of the meeting with the principal ahead of meeting with them, so that they have time to prepare and think of anything else they would like to cover at the meeting
* Compile and review any existing information that might inform the conversation (e.g. previous asset mapping and goal setting materials from prior partnerships coordinators at the school).

**SCHOOL:**

**PARTNER ORGANIZATION:**

**DATE:**

**QUESTION #1:**

Has there been a prior partnerships coordinator at this school who worked on framing school goals and priorities?

**WHY DO WE ASK THIS?**

If your school has previously hosted a partnerships coordinator, they may have already done some work or compiled information that might be helpful to you as you continue the work of coordinating partnerships at the school.

**POTENTIAL FOLLOW-UP QUESTION:**

If so, did they share any experiences with the principal or leave any materials that might be useful in framing out our school’s goals and priorities?

**QUESTION #2:**

**WHY DO WE ASK THIS?**

Not all goals listed in the school's plan can necessarily be addressed by a school-based partner. That doesn't mean that you shouldn't think through how certain partners that may not have an obvious connection to a particular goal can't still support the school in working towards that goal (e.g. a theatre partner that can infuse some support of literacy into their curriculum for the year).

In the school-level plan, which goals would you like to see our partners help accomplish?

**POTENTIAL FOLLOW-UP QUESTION:**

For which goals would we like to bring in additional partnerships?

**QUESTION #3:**

Besides the school-level plan, are there other sources of information that we should consider in framing out our school goals for partners (e.g. teacher surveys, SAC focus group)?

**POTENTIAL FOLLOW-UP QUESTION:**

If so, which sources and what is our plan for collecting this information?

**WHY DO WE ASK THIS?**

The school-level plan is a great place to start, but there may be other data or voices that you will want to include in developing your summary of your school's priorities. Interviews with teachers or parents, or a focus group with your School Advisory Council, might help you develop a deeper understanding of what stakeholders are looking for in your school's partnerships.

**QUESTION #4:**

Are there current partnerships at our school that are best positioned to work towards our school goals/priorities?

**QUESTION #5:**

What went well with our partnerships last year?

**WHY DO WE ASK THIS?**

The examples that come out of answering this question might help you understand what your school's principal values in partners and help you reflect on behaviors that other partners can adopt to mirror these successes.

**WHY DO WE ASK THIS?**

The answer to this question can help you and your principal reflect on which partners might be best to connect with first after you have finished developing your priorities. These are usually going to be the partners that have the most established/stable/deep programming in the school.

**QUESTION #6:**

What did not go well with our partnerships last year?

**WHY DO WE ASK THIS?**

The answer to this question can help reveal tensions between the partner and the school that might stem from a lack of alignment between the work of partners and the goals/priorities of the school.