

## **Site-Specific Collaboration Plan 2019-20**

All partner programs operating in School District of Philadelphia (“the District”) schools must have a legal agreement (e.g. School Partner Agreement, Memorandum of Understanding, etc.) in place covering their work in schools. In addition to the binding legal agreement with the District, **we encourage partners to develop a Site-Specific Collaboration Plan (“Collaboration Plan”) with each school** they are partnering with.

Communicating regularly is one of the major keys to establishing and sustaining strong partnerships that benefit all involved. The Collaboration Plan is **an opportunity for school staff and partner to establish a shared vision for the partnership and clarify partner and school expectations.**

The Collaboration Plan **covers a number of topics** that are important for programs and schools to discuss, including: **program schedule, goals of the school and program, space(s) required**, etc. We encourage you to keep a copy on file and revisit it regularly throughout the year to ensure that your program and the school continue to be on the same page. The Collaboration Plan may be updated at any time by mutual agreement.

For avoidance of doubt, this Site-Specific Collaboration Plan is not legally binding. It is subject to: 1) the terms of the legal agreement between the District and the partner, and 2) District policies regarding the use of District facilities.

Please be advised that the District requires that all external organizations that utilize building space register in the District’s use of facilities system, so we advise that all programs complete this plan with the school principal prior to submitting a facilities request.

For more information about partnerships and onboarding procedures, please visit the Office of Strategic Partnerships website at [www.philasd.org/strategicpartnerships](http://www.philasd.org/strategicpartnerships).

## Site-Specific Collaboration Plan

### School Information

School Name:

Principal Name

E-mail

Phone

Name of Building Engineer

Contact Information for Building Engineer

Does the principal have a designee with whom the program should coordinate? \_\_\_ YES \_\_\_ NO

If yes, please provide the information below:

Name of Designee

Title of Designee

Preferred Contact Information for Designee

### School-Based Partner Information

Organization & Program Name:

Organization Address:

Program Director Name

E-mail

Phone

Site Director Name

E-mail

Phone

## Program Information

**NOTE: All Partners utilizing District facilities must also submit the [EH-45 Form](#).**

Program Start Date

Program End Date

Start Time

End Time

**M T W Th F**

Days of Week (Check all that apply)

Please list the specific spaces that the program will utilize on a daily basis (e.g. Room 215, the Gym, etc.):

Total Number of Students Served

Grade Range of Students

Specific Student Subpopulation

Program Structure/ Delivery Method (e.g. Out of School Time/After-school Programming, Workshops/Assemblies, Mentoring, Tutoring, Field Trips)

**Program Description:**

**List primary program goals** (it is helpful to note how these program goals align to overall school priorities, where possible):

## Partner & School Expectations

**School expects partner to** (e.g. provide principal and school leadership with weekly program attendance reports):

**Partner expects school to** (e.g. provide adequate space to provide service, address facilities issues in a timely manner):

## This section contains questions that the site director should ask of the principal:

Are there any school events, meetings, or PD that the site director should attend to better engage with staff and/or families?

Are there other partnerships or collaborations of which the program should be aware? If there are other programs, which spaces will they be using?

What does the Principal need for the collaboration to be successful?

Would the program site director like to know any other information from the principal? If so, write it below.

**This section contains questions that the principal should ask of the program site director:**

Are there any program events, meetings, or parent engagement activities the principal should attend to better engage with program staff and/or families?

What does the program site director need for the collaboration to be successful?

Would the principal like to know any other information about the program? If so, write it below.

**Communication Plan**

How often does the Principal want to receive updates? What is the best way to deliver these updates?

When will the Principal/designee and the program site director meet throughout the year to check-in on the program?

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**By signing below, I acknowledge that I have read and will support this Site-Specific Collaboration Plan.**

\_\_\_\_\_

Principal Name

\_\_\_\_\_

Principal Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Program Site Director Name

\_\_\_\_\_

Program Site Director Signature

\_\_\_\_\_

Date