

### **ATTACHMENT 3 - Letter of Agreement**

#### **Baltimore's Community School Initiative Request for Proposals (Submit this letter, dated and signed by both parties)**

(Date)

To Whom It May Concern:

As Principal of [School] and Director of [Coordinating Partner], we are committed to working together toward a shared vision of our community school – a collaborative effort that embraces excellent instruction and provides enrichment and recreational opportunities, health and social services that remove identified barriers to learning, leadership opportunities and support for our students' families, and resources that develop and nurture a vibrant community.

We understand that a successful community school depends upon:

- 1) strong collaboration between school administration and staff and the Coordinating Partner;
- 2) seamless integration of resources, programs, and services with the school day and with the school improvement plan; and
- 3) a Site Coordinator who is empowered to manage partnerships and integration of programs and services.

We agree to plan collaboratively the details of initiative goals and content in line with the school improvement plan; to assess student and family needs and identify and collaborate with community partners to meet those needs; to identify the students and families to be served; to plan and decide upon the shared use of school space and equipment; and to identify the roles school staff will play in supporting the partnership.

We agree that the Site Coordinator will play a leadership role in the community school. We will support close communication and accountability between the Coordinator, school administrators and staff, additional partners, and families. The Coordinator will be empowered to guide the needs assessment and resource inventory; to staff the Coordinating Council; to oversee outreach to children and families; and to broker relationships with program providers, refer students and families to those programs, and coordinate the programming, ensuring that what takes place before, during, and after regular school hours supports what happens in the classroom.

We further agree to participate in partnership development activities provided by the Community Schools Initiative, with the shared intention of creating a sustainable community school.

Within this framework of our partnership, we agree to the following responsibilities:

**School Agrees to Provide:**

- A school-based Administrator as a key point of contact
- Opportunities for Coordinating Partner staff to meet with faculty and staff
- Distribution of parent/guardian consent letters
- Appropriate student referral information
- Office space for Coordinator, *if available*
- Program space for appropriate partner providers, *if available*
- Access to a phone, fax, and copier
- Provide data related to agreed performance goals (not violating FRPA, HIPPA and IDEA regulations)
- Endorsement of school staff participation in Coordinating Partner-sponsored events
- Space for service provider meetings
- Coordinating Partner involvement in relevant school teams
- Direction for accessing resources in the school
- Active participation by school staff in Coordinating Council
- Feedback to Coordinating Partner regarding quality of partner services
- Ensure partner activities align with goals of school and school improvement plan
- Establish direct communication with BCPSS Facilities Dept. regarding the appointment, leasing and issuance of space

**Coordinating Partner Agrees to:**

- Assign a full time Coordinator to work at school as Community School Coordinator to integrate school and community resources
- Convene Coordinating Council meetings to promote effective collaboration
- Manage program related facility use and maintenance issues
- Conduct a full and ongoing needs assessment, in cooperation with school staff, families and other partners
- Identify, coordinate, and track school and community resources
- Facilitate communication and interaction between service providers and school point people
- Track the delivery of community school services to students, families and community members and report this information to Coordinating Council (not violating FRPA, HIPPA and IDEA regulations)
- Engage families and the broader community through organized meetings and events.
- Ensure partner activities align with goals of school improvement plan.
- Establish direct communication with BCPSS Office of Charter, New and Community Schools regarding the appointment, leasing and issuance of space.
- Monitor and report on the effectiveness of community school partner programs.
- Actively participate on schools teams (ie. SIT team) as appropriate

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School Principal

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Coordinating Partner Director

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Date

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Date