



NATIONAL PARTNERSHIP
FOR *Student Success*

PLANNING TOOLKIT: COLLABORATIVE GOAL-SETTING EVENTS



CREATED BY:
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TOOLKIT FOR PLANNING: COLLABORATIVE GOAL-SETTING EVENTS



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TOOLKIT FOR PLANNING: INTRODUCTION

[The National Partnership for Student Success](#) (NPSS) is a public-private partnership between the Biden-Harris Administration, including the Department of Education and AmeriCorps, the Johns Hopkins Everyone Graduates Center, [and a diverse coalition of organizations and networks](#) committed to providing the academic, mental health, and other supports our students' need to succeed. It unites school districts, students, parents, federal state, and local government agencies, state education departments, AmeriCorps programs, state service commissions, foundations associations, nonprofits, and others around the common goal of getting more trained people to support students in high-impact roles in school and out-of-school time programs, so they can succeed and thrive.

[The NPSS Support Hub](#), based at the Johns Hopkins Everyone Graduates Center, and its technical assistance affiliates support schools, nonprofits, and local government agencies in expanding, launching, and improving programs that leverage academic tutors, student success coaches, post-secondary transition coaches, mentors, and wraparound/integrated support coordinators to support the learning and well-being of youth.



TOOLKIT FOR PLANNING: INTRODUCTION



This Toolkit of Planning Collaborative Goal Setting Events is specifically intended to support community, school, and district leaders in bringing together key stakeholders in their communities to identify shared assets and challenges, and consider where and how they might bring tutors, mentors, student success coaches, post-secondary transition coaches, and/or wraparound/integrated student supports to students in their communities. This guide was created to help you plan a local collaborative goal-setting convening and includes considerations for the planning process, invitees, program elements, and follow up that you may choose to use in your own planning.

INCLUDED IN THIS TOOLKIT:

- An overview of proposed meeting goals and convening elements.
- A sample agenda and considerations for who to invite to participate.
- Links to resources that can support your convening design and implementation.

[Visit the NPSS website](#) for more information on our five high-impact focus areas:

- Tutoring
- Mentoring
- Student Success Coaching
- Post-Secondary Transition Coaching
- Wraparound/Integrated Student Support Coordination

CONSIDERATIONS: EVENT GOALS

It is important to set clear attainable goals for your event to maximize your time together and to help build an effective agenda. In creating your goals, be realistic about how much you might be able to achieve during a short convening. Try to stick to between two and four goals to make sure your event is focused. Your event goals may differ depending on the needs of your community and the extent to which you have already collaborated with other stakeholders.

POTENTIAL EVENT GOALS TO CONSIDER:

- Build relationships and connections across the community of stakeholders.
- Align on student and community needs.
- Identify community assets and emerging opportunities to collaborate.
- Set preliminary goals.
- Develop a high-level plan.



CONSIDERATIONS: EVENT GOALS

Additional detail on each of these potential goals is outlined below.

1. Build Relationships & Connections Across the Community of Stakeholders.

To begin the work to build or strengthen local collaboration, it is important for attendees to connect with one another to begin to understand and develop their shared purpose, commitment to the work, and connection to one another. You may consider building in some intentional and/or informal community building activities at the beginning of your convening. You may also consider including spotlights or testimonials from students, caregivers, and/or educators to help the group understand and appreciate the need for collaboration and its impact.

2. Align on Student & Community Needs.

The results of prior data reviews and district needs assessments can help communities understand student needs and serve as a guide for identifying the particular types of supports and/or partnerships that may be implemented. Helpful data to present during or in advance of the convening can include.

- Local or state formative and/or summative assessment results.
- Attendance data including on chronic absence.
- Existing needs assessments and strategic plans including those that incorporate input from students, families, school staff, and community leaders.

CONSIDERATIONS: EVENT GOALS

Consider discussing these and/or similar questions based on what data is already available (or could be reasonably collected):

- Are there substantial numbers of students who would benefit from an additional caring adult supporting them on a daily or weekly basis?
- In the areas where you need additional student supports, do you need to find additional people power beyond your existing staff and partners?
- Have large numbers of students had their academic progress significantly impacted due to the pandemic? Is this greater in some grades or among some student groups?
- Is chronic absence a significant challenge? Is it high among a substantial number of the students whose academic progress was significantly impacted?
- Would teachers benefit from additional capacity in their classrooms providing holistic, individual or small group support?
- Are schools in need of additional whole school climate support?
- Are there additional needs—beyond academic and social emotional support—that students or community members may need to thrive?
- Are there groups of students whose physical and/or mental health or access to critical support systems was further impacted by the pandemic?
- Are all high school students receiving enough support to make informed postsecondary choices and complete all necessary application and financial aid materials?

CONSIDERATIONS: EVENT GOALS

3. Identify Community Assets & Emerging Opportunities to Collaborate.

Identify and build upon existing collaborative capacity in the community. Examples of community assets include schools, districts, youth-serving organizations, local colleges and universities who might serve as a sustainable source of people power, and existing infrastructure and resources provided by your [state service commission](#), [state afterschool network](#), [local provider network](#), local chamber of commerce, library or recreation department, local children's cabinet, and/or existing youth-serving organizations (e.g., Boys and Girls Clubs, Big Brothers Big Sister, 4-H, YMCA, Camp Fire, Girls, Inc., etc., as well as community-based organizations.)

You may also identify sources of potential support for this work. This could include existing or new federal, state, or local funding sources, local/regional/national philanthropic organizations, and/or businesses in the community.

4. Set Preliminary Goals.

The results of prior data reviews and district needs assessments can help communities understand student needs and serve as a guide for identifying the particular types of supports and/or partnerships that may be implemented. Helpful data to present during or in advance of the convening can include.

CONSIDERATIONS: EVENT GOALS

5. Develop a High-Level Plan.

Identify key opportunities and potential barriers to implementation and develop a plan to come together to address them and advance the partnership. Elements of your preliminary action plan can include a commitment to:

- Refining and socializing goals and scope of local partnership.
- Aligning on and committing to next steps and priorities.
- Identifying additional collaborators including schools, districts, youth-serving organizations, colleges, universities, state service commissions, state afterschool networks, etc. you may want to include.
- Identifying additional resources needed to launch and sustain partnership.



CONSIDERATIONS: EVENT AGENDA

When developing your event agenda, consider how much time you will have available. An ideal convening would take place in-person over 1-2 days and include activities that allow participants to connect and build relationships while discussing goals for a potential partnership.

Below is a sample agenda that you might consider using for your initial convening. This can be adjusted based on your goals and the amount of time you have available.

DAY 1	DAY 2
<ul style="list-style-type: none">• Welcome• Review Goals for the Convening• Introductions: Who is Here and How Are We Working to Support Youth?• Norm Setting• Shared Assets & Challenges: Brainstorm• Break• Shared Assets & Challenges: Prioritization• Preview of Day 2	<ul style="list-style-type: none">• Welcome• Icebreaker• Review Themes from Day 1 and Goals for Day 2• Small Group Goal-Setting: Identifying Opportunities Do We have to Address Challenges Agreed Upon During Day 1• Whole Group Goal-Setting• Next Steps• Closing

CONSIDERATIONS: EVENT AGENDA

You might also consider whether pre-work is necessary for the convening and, if so, how much is realistic.

TIPS FOR CREATING AGENDAS:

- Build in breaks.
- Leave ample time for introductions at the beginning of your event.
- Consider including informal networking opportunities such as a social activity in the evening to help build relationships and trust.
- Consider making space for “connect conversations,” during which people have two to five conversations with someone they do not know.

TIPS FOR FOLLOWING UP POST-CONVENING:

- Share agreed-upon goals and next steps in writing following the convening.
- Document your event with photos and share with participants.
 - Ask participants to sign a media release in advance to ensure that you can use their pictures videos, or similar from the event.
- Ask participants if/when they would like to come together again and schedule if there is interest among the group.
- Send a follow-up survey to solicit feedback.

CONSIDERATIONS: EVENT PARTICIPANTS

As the convener of your event, you should carefully consider the number and type of participants you want to invite. An ideal event includes a diverse group of stakeholders with experience and knowledge of the needs of youth in your community. Based on the goals you have created for your event, consider the group size that will allow participants to have meaningful conversations. You may also consider inviting youth and/or families to your event to offer their perspective.



CONSIDERATIONS: EVENT PARTICIPANTS

EVENT CO-CONVENER(S):

You may want to consider selecting a co-convener for your event based on your local needs and capacity as the lead convener as a way to invite more voice into event planning and support your work to implement the convening and follow up on decided-upon next steps. Depending on your local context, it may make sense for this to be your school district, county, city, or even state office of education, Mayor's office, local nonprofit organization, or foundation, etc. The co-conveners should have capacity and motivation to carry the collaboration process forward. The event convener can also establish a committee to help lead on development of the program and leverage their networks to conduct outreach to invitees.

TARGET ATTENDEES:

- Identify high-quality providers of student supports and potential partners in your area. If you have an organizing committee, board of trustees, or similar structure, they may be able to provide information on organizations and individuals in their networks to invite to the convening.
- [This district toolkit from the NPSS Support Hub](#) also provides information on how to identify quality support providers and things consider when designing and implementing partnerships with NPSS-aligned support providers.
- [The NPSS Support Hub](#) can help you identify and connect with local districts, student support providers, and institutions of higher education and serve as a connector to other experienced districts, nonprofits, or networks that can serve as thought partners or examples.

CONSIDERATIONS: EVENT PARTICIPANTS

- Consider connecting with state and local organizations to understand the full portfolio of available partners. Such organizations can include your [state service commission](#), [state afterschool network](#), [local provider network](#), local chamber of commerce, local children’s cabinet, local library and/or recreation department, and/or existing youth-serving organizations (e.g., Boys and Girls Clubs, Big Brothers Big Sisters, 4-H, YMCA, Camp Fire, Girls, Inc., etc., as well as community-based organizations.)
- Consider additional influencers and stakeholders who can champion the partnership or work you are engaging in—local elected officials, state and local board of education members, educators, school and community leaders, parents, youth, etc.
- Consider connecting with and inviting leaders from local universities and colleges who can provide a source of additional people-power via work study and volunteerism or civic engagement programs.



DESIGN RESOURCES: COLLABORATIVE ACTIVITIES



Linked below are a few resources that can help you design and facilitate activities during your event. You might consider exploring these or using other tools you are aware of.

SAMPLE ACTIVITIES & RESOURCES

- [Adaptive Schools Facilitator Strategies and Resources](#) developed by Thinking Collaborative can be used to help design dialogue, decision-making, and planning activities for your convening.
- [Langevin Learning Services](#) tips and tricks for facilitators including icebreakers and community building activities.
- [Collaborative group protocols](#) curated and developed by City Year offer a menu of activities and templates to help brainstorm, gain consensus, interpret data, provide feedback, and other core elements of collaborative planning meetings.
- [Sample media release](#) can be used to help you capture photos/videos to document your convening.

ADDITIONAL WEBSITES TO EXPLORE

- [Collaboration King](#)
- [National Coalition for Dialogue and Collaboration](#)
- [SessionLab](#)
- [Seeds for Change](#)

ADDITIONAL SUPPORTS: FOR CONSIDERATION



ADDITIONAL RESOURCES DEVELOPED BY NPSS HUB:

- NPSS Hub’s [District Partnership Toolkit](#) details key considerations on how to identify and implement evidence-based, people-powered supports and offers links to high-quality resources for school, district, and community leaders.
- The NPSS Hub’s [Higher Education Toolkit](#) and the National Student Support Accelerator’s [High-Impact Tutoring Higher Education Institution Playbook](#) offer guidance and best practice for implementing high-impact P-12 student support programs that engage college students in providing supports.
- School and district leader toolkit from AmeriCorps on [Leveraging National Service in Your Schools](#) offers guidance on why and how AmeriCorps volunteers can be a sustainable source of student support in your schools and community.
- [NPSS Hub Voluntary Quality Standards](#) help build understanding of essential components of quality when setting goals, designing new programs, and considering prospective partners.
- NPSS Hub’s [Key Steps in Creating a State Partnership for Student Success](#) outlines the initial steps for designing and implementing a collaborative partnership at the state level.

National Student Support Accelerator’s [High-Impact Tutoring Out-of-School Time Playbook](#) offers strategies and guidance for implementing this evidence-based student support during afterschool and summer.

ADDITIONAL SUPPORTS: FOR CONSIDERATION



POTENTIAL FUNDING FOR LAUNCHING & SUSTAINING LOCAL PARTNERSHIPS:

Organizations, schools, districts, and/or local and state entities in the partnership might also consider exploring the following to learn more about available funding opportunities:

- The Engage Every Student Initiative has [a useful list of funding opportunities as well as other resources for out-of-school time](#) that may be applicable to nonprofit organizations, school districts, and state or local government agencies. This includes a [funding database from Afterschool Alliance](#) among many other resources.
- Local/regional/national philanthropic organizations.
- Corporations with significant presence in the community.

The NPSS Support Hub can provide [no-cost technical assistance](#) to communities looking to implement, improve, or expand programs that provide tutoring, mentoring, student success coaching, postsecondary transition coaching, and/or wraparound/integrated student support coordination by helping to:

- Identify high-quality providers of student supports and potential partners in your area.
- Identify and establish partnerships with local universities and colleges to provide a source of additional people-powered supports.
- Offer no-cost technical assistance to your district, local government, and/or community-based nonprofits including guidance on how existing infrastructure and funding can be leveraged to launch and sustain evidence-based student supports.
- Serve as a connector to other experienced partner districts, nonprofits, or networks.

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