KEY COMPONENT Management & Governance	ORGANIZING	STAGES								
	PRINCIPLES	EXPLORING		EMERGING		MATURING		EXCELLING		
	Defining Characteristics	Principal as sole manager of the school/programs		Formal management of the partnership, mission and objectives are defined		Early integration of leadership and management of services- establishing protocols, policies and procedures		Integrated leadership team; Parents, staff & community seen as key stakeholders		
	Key Activities	Recognize that schools are most effective when their primary role is that of instructional leader		Select a lead agency to manage partnerships Develop criteria and selection; clarify roles and responsibilities of CBO and the school Establish operational issues (space, services, hours) and revisit needs periodically		Recognize both principal and site coordinator as authorities/leaders in the school Site coordinator establishes sufficient trust and credibility to be the authority in the absence of the principal		Establish efficient communication processes and mutually agreed on policies and procedures Re: succession, principal or site coordinator can voice criteria to select best candidate		
	Leadership	Principal as the sole manager of the school		Lead agency selected to serve as manager and leader for support services at the school		High level of accountability by the CBO to school, parents, and community		Collaborative leadership of school by both school administration and the CBO		
	Formal Structures	Existing school governance structures (i.e. school leadership team, PTA, etc.)		Establish decision-making and communication processes between school and lead agency Establish formal partnership agreements (MOUs, etc.)		Regular meetings between principal and site coordinator Some sites may establish governance bodies to monitor program quality, impact, etc. Formal agreements with the school system		Regularly scheduled meetings keeping decision-makers informed and engaged		
	Informal Structures	Network of staff and/or parents working to improve the school		Informal parent, student, and community leaders who influence the design and delivery of programs		Informal "grapevine" or phone tree to communicate with parents and community around urgent events		The governance and process are established and well-known Strong communication between school and CBO staff to assess gains and respond proactively to needs		
	Integration	Varying degrees (i.e. school leadership team, local school restructuring team, etc.)		Lead agency/school leadership jointly develop a shared vision, strategic plan, service priorities, target groups		Lead agency as an umbrella agency for other service providers in the school, without compromising the integrity and autonomy of the school and other partners		Consistent integration in both administrative and operational activities CBO serves on the school's leadership team and is integrated into the school fabric; Principal may serve on governance of CBO		
	Objectives	Establish a formal statement of interest by the school district to establish a community school		Establish formal structures, e.g. MOUs with the school district		Have established agreements with all partners, reflecting a deepened commitment with the school district; establish protocols and procedures		Have established agreements that reflect a deepened commitment with the school district to further institutionalize the model		

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COMPONENT	PRINCIPLES		EXPLORING		EMERGING		MATURING		EXCELLING
Staffing	Defining Characteristics	S	Some thought is given to staffing, though not linked to a formal budget		At least one key lead agency staff person is on site and is accessible to school community Staff working long hours with more responsibility than delineated in job description		Moving towards full staffing of programs and services Staff is sometimes over- extended as they take on multiple tasks unrelated to primary duties		Full complement of qualified, dedicated staff Staff has more consistency between their job descriptions and actual duties
	Key Activities	i	Generate preliminary ideas about staff, skills, roles & responsibilities		Re-deploy staff and begin services at the school site Establish staffing needs but maintain flexibility Lead agency may contract with urgently needed staff to fill gaps Hire site coordinator & other staff, recruit volunteers		Begin succession planning for key positions As operational needs change, consider change in position descriptions and skill set needs Clarification of the staff and skill sets needed for the job Expand opportunities for professional development		Planned succession at all levels; core of experienced and committed staff provides stability during transitions Seasoned staff contribute to process improvement Staff is more attentive to and cognizant of implications of school, local, state, federal policy
	Leadership		Principal has control over staffing		A FT Site Coordinator is hired to work closely with the principal and share management of the school		Innovative site coordinators and principal responsible for their respective staff Site coordinator manages all the community school staffing issues Agency staff accountable to site coordinator's organizational lead, even if not directly supervised by site coordinator		Site coordinator manages multi- disciplinary & multi-generational staff. Is trusted with oversight of the school when principal and senior administrators absent Seasoned staff are able to discern and influence changes in school climate and attitudes toward the community school
	Formal Structures	d s	School staff operate a district funded after school program (common example)		Position descriptions; salary/benefits; policies and procedures established Specific opportunities to celebrate gains and successes		Policies around leave, vacation Training and monitoring staff around professional practice Performance reviews Strategic plan with stated outcomes		Establish structures for professional development Staff use expertise to provide technical assistance to others Joint intra & inter disciplinary professional development
	Informal Structures	A	At will volunteers		Some school staff may be employed by both school and lead agency Various celebratory events are organized for the staff		Celebrations, affirmations, and relationship-building between school and lead agency Staff makes program & staffing recommendations based on observation & interactions		Staff creates informal support and learning networks for their own nurturing & for quality service
	Integration				Challenge of creating shared culture from integrating school, agency, and partner cultures Unifier is the co-creation of shared vision, mission and initial goals and objectives		Intentional work w/school staff & lead agency on shared goals Staff delivers services collaboratively - clients don't distinguish b/w agency or school Principal and site coordinator meet regularly - coordinator included in school teams		Staff delivers services in collaborative fashion; school administered through shared leadership of principal and site coordinator New staff acculturated into collaborative model
	Objectives				To co-create a shared vision and culture		To operationalize the shared vision and culture		To maintain a high level of integration in all areas

Adapted from: Children's Aid Society's National Technical Assistance Center for Community Schools (Working Draft) "Stages of Development in a CAS Community School in Seven Key Domains" - 2003

KEY	ORGANIZING	STAGES									
COMPONENT	PRINCIPLES	EXPLORING	EMERGING	MATURING	EXCELLING						
Programs & Services	Defining Characteristics	 Awareness of service needs No formal integrated programs or services 	 Start-up targets small portion of the community Staggered rollout is based on space, funding, etc. 	 Service plans established but flexible based on changing needs Signature programs emerge/are established 	 Quality programs fully integrated into the school Broad menu of services Many signature programs 						
	Key Activities	 Brainstorm ideas to meet service needs Conduct informal assessment of current resources 	 Conduct comprehensive assessment including all stakeholders 	 Services are consistent with core competencies of partner agencies Data used to analyze utilization 	Establish clear and uniform referral process						
	Leadership	 Combination of individuals, school staff, parents and/or community to provide leadership 	 Principal and lead agency Some funders become active Site coordinator on site leading program implementation 	 Program coordinator responsible for programs/services - reports to site coordinator Principal and site coordinator work closely to develop services 	 Principal and site coordinator work closely to ensure services are responsive to needs Site coordinator and principal co- design programs where funds are co-mingled 						
	Formal Structures	PTA/PTO; School strategic plan; others	 Establish service menu, staffing needs, policies, space, referral process Grant goals determine target group and approach Program/service use records 	 One or more of the activities are formally integrated into the school day Enrollment, disciplinary and termination policies for students 	 Program calendar; formal program/service evaluation Referrals for services come from both users and providers 						
	Informal Structures	 Individuals, small group of parents, staff, community organizations 	 Groups of parents, teachers and CBOs advocate for services Students self referring to service 	 Open door for program graduates to return as employees, volunteers or clients 	Parents and teachers offer to instruct classes; students request/ design/lead classes or programs						
	Integration	Willingness to align and integrate isolated activities but not on a programmatic level	 Parallel, extended day programming created to complement school-day programs Content & staff from school day are part of after school Early attempts to align EDP 	 Referral for services through existing school structures Services linked to school's priority outcomes Other agency programs coordinated under one umbrella Limited services integrated in 	 Strong alignment between services and targets established for the school School day includes before, during and after school programs One orientation event and registration form for all extended 						
	Objectives	 Fill the service gap with available resources, look for new resources 	 content with standards Expand programs and services, integrate data of needs/assets, and current best practices 	 day school hours Focus efforts on issues of quality 	 day programs Modify programs according to shifting needs, best practices and research 						

KEY	ORGANIZING	STAGES							
COMPONENT	PRINCIPLES	EXPLORING		EMERGING		MATURING		EXCELLING	
Parental Involvement	Defining Characteristics	Awareness that parental involvement is directly correlated to children's academic success		Strong outreach to engage parents as advocates of quality education for their children		Parents are more connected and invested in their children's education		Parents are more informed about and skilled in addressing educational issues Strong prescience in the school as staff, advocates, volunteers, and in governance structures Many parents have formal and informal leadership roles in the community	
	Key Activities	Investigate ways to expand/facilitate parental involvement		Develop critical mass of parents committed to establishment of the community school		Inform parents on using CS as an engine of change to improve quality of life for children and families		Facilitate active parental engagement in educational development of their children; encourage taking initiative on pertinent school and community issues Parents become active change agents to improve quality of life	
	Leadership	Informal identification of parent leaders who are involved in school change		Hire parent coordinator to support parent involvement activities Work to build capacity of elected & informal parent leaders -expand cadre of leaders		Parent leaders have leadership positions in school or community Some informal leaders become resources to other parents Formal and informal leaders serve as advocates for their children and the community in public forums		Established diverse cadre of parent leaders in the school that share knowledge, mentor other parents, serve as advocates for/with others Parent leadership and activism is carried over into community to address critical issues	
	Formal Structures	PTA/PTO		Space dedicated for parents		Coordinator serves as a facilitator for parents		Parent involvement bodies work closely with school partners to keep parents informed & engaged	
	Informal Structures	Groups naturally formed around commonalities (neighborhood, children in same class, etc.)		Opportunities created to affirm, utilize, highlight and celebrate parental partnership		Parents create their own network of supports, identify resources and trainings needed; recruit participants for events		More seasoned parents direct new parents to available resources and serve as mentors to others	
	Integration	Not defined		Parents are included in community schools planning and governance		Parents in school as volunteers or employees		Parents assume roles as advocates and change agents	
	Objectives	To get parents involved		Dedicated staff to plan and coordinator activities with and for parents Formal and informal parent leaders; space to meet Promote parent involvement and education around their child's education		Lead agency staff facilitate parent involvement with parents taking more active roles Involve parents in support and advocacy of quality education Support alignment and integration between parents and school governance		Allow parents to demonstrate a commitment to their personal development and understand its importance to their child's success Foster development of parent-led support networks	

KEY	ORGANIZING			STAGES	
COMPONENT	PRINCIPLES	EXPLORING	EMERGING	MATURING	EXCELLING
Community Involvement	Defining Characteristics	 Acknowledge that community school will be asset for entire community School looking to build on community needs 	Community becomes educated about and embraces the idea of community schools to support students, families and communities	Increased visibility within the community and responsiveness to its changing needs	Community school as an important community pillar; delivering quality services with the well-being of the community as a priority
	Key Activities	Preliminary awareness of community concerns/needs	 Host strategic community activities to build interest and support of the community school Conduct needs and assets assessment of and with the community Develop communication plan to keep community apprised of progress (i.e. standing community and school district meetings) Principal and CBO share responsibility 	 Host events and celebrations open to the public Lead agency commits percent of service for the community Community school representatives attend community meetings, stay abreast of policy changes Serve on committees planning community wide events consistent with its core competencies and values CBO & school actively encourage parent and youth leaders to become change agents in the community through membership in various community organizations 	 Community school joins community efforts aligned with community goals and priorities Partners with other community organizations to jointly pursue funding for shared priorities Partners are strategic in maintaining high levels of visibility and value to community Community school develops and manages relationships with powerful community organizations The principal & CBO continue to provide leadership, while retaining "autonomy"
	Formal Structures		 Partnership has community members on its governance bodies or school leadership team Strong public education campaign & communication plan to keep community engaged Contracts or MOU with community organizations 	Communication plan to keep community informed and	Community school and other community providers serve on influential committees and governance structures within the community
	Informal Structures	Relationships with leaders concerned about healthy youth development		Strong relationships with leaders and key influencers in the community	 CBO establishes viable relationships with key legislators, civic, faith entities, etc.
	Integration	Not defined	Community is involved in the community schools process from planning stages and thereafter	Community members serve on governance structures for the school	 CBO and other groups jointly apply for funding, participate in outreach activities etc. CBO may have office space at the local school district office
	Objectives	To deliver services to students	 Include community in planning, assessment, and implementation Garner strong community support 	 Partner with other community organizations for more holistic and comprehensive services Include influential community organizations in the CS process 	Find ways to partner and combine core competencies to deliver comprehensive services and supports to students, families and the community

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KEY	ORGANIZING	STAGES									
COMPONENT	PRINCIPLES	EXPLORING	EMERGING	MATURING	EXCELLING						
Evaluation	Defining Characteristics	 Acknowledgement of need for measuring program impact and effectiveness Some intimidation by the high cost of evaluation 	 Desire to document and evaluate process of becoming a community school Data collection establishes baselines and measures progress on goals 	 Process evaluation underway or completed; baselines established Outcomes evaluation begins 	 First formative evaluation completed and outcome evaluation in process 						
	Key Activities	Identify preliminary program objectives	 Establish criteria for and selection of evaluator and parameters of evaluation Discuss/decide on design, period covered, and evaluation budget Use preliminary data collection to demonstrate correlation between program use and documented need 	 Adjust program quality, intensity, frequency and timeliness of interventions to produce the desired outcomes Identify outcome evaluation components Establish consistent data collection process 	Data continues to influence program design, policies and procedures						
	Leadership	Not defined	CBO, principal and evaluator/evaluation team	CBO, principal and evaluator/team	 CBO, principal, and evaluator/team Evaluators take leadership roles in documenting results, analyzing and help interpret the data 						
	Formal Structures	None or not defined	 Contract with evaluator Grant goals and objectives Information gathering instruments and requirements 	 Contract with evaluator Grant goals and objectives Information gathering instruments and requirements 	 Contract with evaluator Grant goals and objectives Information gathering instruments and requirements 						
	Informal Structures	Observations by staff and others	Schedules of time, space and participants for evaluation activities	Collection of anecdotal reports of program impact on students and families; informal discipline or team discussion involved in action research; reflecting on variable influences of student success or lack of it	 Teams and disciplines reflecting on the evaluation data and implication for their work Teams discussing outcomes observed that may not be part of the evaluation design 						
	Integration		Program objectives aligned with evaluation goals	Evaluation examines impact of the integrated service design	Relevant data and analysis are shared with school on an ongoing basis to help inform instructional service delivery						
	Objectives	Identify goals and objectives	 Select evaluator based on established criteria Define parameters of design Establish evaluation goals Establish data collection process for baseline data 	 Complete process evaluation Apply learnings from evaluation Begin outcome evaluation 	 Continue outcome evaluation, adjusting program and process based on evaluation data Share data with school 						

KEY	ORGANIZING	STAGES								
COMPONENT	PRINCIPLES		EXPLORING		EMERGING		MATURING		EXCELLING	
Sustainability	Defining Characteristics		Awareness that additional programs require more money Optimism that "there is money out there"		Commitment to secure funding determined by urgency for services offered & program size		Funds for current implementation Signature programs attract specific funding sources Critical mass of diverse supporters developed Diverse public and private funding streams identified		Lead agency develops & implements comprehensive sustainability strategy Community school has individuals or organizations who champion its work and generate funds for it	
	Key Activities		Research both public and private funds as options		Identify funders to underwrite needs assessment, planning, etc. Establish process for keeping funders informed of progress Become part of networks with similar target groups & mission Identify public funding streams to provide services to students Begin to develop 3-5 year sustainability plan		Develop public engagement campaign to develop a critical mass of supporters Use existing public, organization or school funding streams to pay for some programs Develop partnerships with organizations with independent funding & share common mission Inform funders of progress Approach school district to explore support for partnership Implement 3-5 year plan Identify and share powerful success stories		Developer/grant writer on staff Lead agency establishes credibility w/funders through quality programs, accountability, and positive impact on clients Lead agency is part of network of organizations actively advocating for public funding CBO works collaboratively with school and district or community organizations to pursue funding Lead agency reviews trends in public education funding and identifies opportunities to pursue emerging or available funding	
	Leadership		Not defined		Lead agency initiates and manages all activities. Principal consulted and apprised of funding and helps determine use		Lead agency continues to be primary fundraiser, helps school to look creatively at how its funds can be maximized		Lead agency organizes fund raising events, public relations activities, and visits to the school to generate funding	
	Formal Structures		Not defined		Lead agency influences or directs sustainability direction Funding requirements as outlined in grants		Sustainability plan - established benchmarks for funders CBO board or governance bodies who direct sustainability issues		Staff development; goals and objectives in reporting to funder; sustainability plan; governance bodies influencing sustainability	
	Informal Structures		Almost all the processes and activities are informal		Cultivating relationships with organizations with whom to partner for funding		An intentional effort to build a strong constituency of advocates who can raise support		Site visits for potential funders Professional conference/meetings Signature programs attract funds	
	Integration				Dialogues with school and school systems about directing discretionary funds to CS		School and CBO funds are combined for special programming		School district approached to identify support it can contribute to institutionalize partnership	
	Objectives		Have enough money to keep programs going		Receive substantial funding for at least 3 years for planning and implementation Partner with organizations with independent funding Pursue additional funding		Show accountability - deepen support of current funders Implement sustainability plan Be awarded funding Develop signature programs to attract funding		Implement sustainability plan Involve champions and advocates in development activities Secure committed 2-3 yr funding Pursue emerging funding trends aligned with agency mission	