



Partnership Evaluation and Renewal Overview

Welcome to the new DPSCD Partnership Evaluation and Renewal (PER) process! The PER process is designed to collect and aggregate feedback from partner organizations, school leaders, and District administrators to create a snapshot of partnership successes and areas for growth and development. This document outlines the full process so that all stakeholders can see where they fit into it and when they should expect further communication.

Step 1: The **partner organization completes the Partner Feedback Survey.**

This survey is a chance for DPSCD partners to self-evaluate their delivery of services over the past year. It also provides an opportunity for them to share feedback for the school leaders and District administrators who support the partners. It is estimated that most partners will be able to complete this survey in under 30 minutes, with most of the time spent gathering requested information (see below). If a partner organization requests to amend their existing agreement with the District, the evaluation and renewal process will continue as outlined below. The DPSCD Partnerships Office will simultaneously reach out to the partner organization to craft a suitable amendment, but that will not halt the progress of the larger PER process.

Information to gather before completing the survey:

- *number of students and other DPSCD community members served in each semester of the year*
- *hours spent serving students and other DPSCD community members in each semester of the year*
- *documentation of impact (e.g., an annual report), if available*

Step 2: **Principals complete the School Leader Feedback Survey.**

Principals receive a report about the partner organization's responses on the Partner Feedback Survey and use this information and their own assessment of the partnership to complete a separate survey. Their responses will help to inform renewal decisions and become part of the Annual Partnership Report shared with the partner organization. It is estimated that most principals will be able to complete this survey in under 10 minutes.

Information to gather before completing the survey:

- *Feedback from other educators within the school who work directly with the partner organization, if desired*

Students Rise. We all Rise.

Step 3: The central office endorser completes the Endorser Feedback Survey.

Endorsers receive a report that includes the survey responses from the partner organization and principals and use this information and their own assessment of the partnership to complete a separate survey. The endorser's responses on this survey will also be captured on the Annual Partnership Report and will include the District's renewal decision for the upcoming year. It is estimated that most endorsers will be able to complete this survey in under 10 minutes.

Information to gather before completing the survey:

- *None (feedback from the partner organization and the principal will come attached to the email with the survey link)*

Step 4: The partner organization, principals, endorser, and other District leaders receive the Annual Partnership Report and the official renewal letter for the upcoming year.

The Annual Partnership Report will combine responses from all three surveys described above to create a composite snapshot of partnership successes and areas for growth and development. The renewal letter will contain information about next steps for the partner organization. It is rare that a partnership will not be renewed unless a partner organization decides to stop offering it. If a partnership is declined for the upcoming year by District leaders, the DPSCD Partnerships Office will reach out directly to discuss the situation.

Students Rise. We all Rise.