

Role of the Partnership Agreement Liaison (PAL)

The role of the Partnership Agreement Liaison (PAL) is to remove barriers in communication and identify appropriate resources. Using the PAL as a navigator, a communications broker, a neutral facilitator, and MDE point-of-contact, will lead to reduced barriers and increased communication. PALs are intentionally and purposefully assigned to work at the district level to ensure consistency in messaging.

Liaison as a Navigator

The partnership district model is designed to eliminate barriers. The PAL serves as a navigator for the partnership district. These responsibilities include:

- connecting the partnership district to the appropriate MDE individual, unit, office, and/or program
- working behind the scenes to find a resolution to internal barriers at the MDE
- following the process once the partnership district and the MDE individual, unit, office, and/or program have connected

Liaison as a Communications Broker

The partnership district model is designed to minimize and eliminate miscommunications. The PAL serves as a communications broker for the partnership district. These responsibilities include:

- facilitating collaborative conversations
- assisting partnership districts and the MDE to engage in meaningful conversations
- assuring that all relevant parties are included in correspondence and conversations

Liaison as a Neutral Facilitator

The partnership district model is designed to reduce distractions. The PAL serves as a neutral facilitator for the partnership district. These responsibilities include:

- being an active listener
- understanding all perspectives without judgement and helping to maintain focus on goals
- serving as a neutral facilitator for meetings when requested

Liaison as a Primary Point-of-Contact

The partnership district model is designed to minimize ambiguities. The PAL serves as the official primary point of contact to the assigned partnership district superintendent and/or PSA school leader, or other district designees. Relative to the partnership agreement these responsibilities include:

- interacting with the superintendent/PSA school leader, central office designee, or building principal(s)
- being included in district correspondence originating from MDE
- being included in all correspondence originating from the partnership district
- being designated as the MDE contact for the district

Additional Responsibilities of PALs

- attend district, community, and/or local school board meetings when requested
- work collaboratively with the partnership district to identify district goals
- be aware of the progress of district priorities
- be aware of the most pressing issues and needs for accelerating turnaround efforts
- keep the district focused on the partnership agreement goals and support them in their efforts
- provide technical assistance in the service of partnership agreement goals
- assist in identifying and bringing in external partners in support of the PA and district
- facilitate and coordinate services and supports as needed among MDE offices, MDE service providers, and/or community partners or providers
- assist partnership district with the development of Section 21(h) grant application