

ATP Planning Tool

School Year _____

How might your school(s) organize an Action Team for Partnerships (ATP)?

Step 1:

Who should be the members of **your school's ATP**?

REMEMBER: There should be at least 6-12 members of the ATP including 2-3 teachers, 2-3 parents, administrator, and others from the community or from the school. (Example: FA, FSW, teachers from other age groups, community partners.)

List the names and roles (e.g., teacher, family member, administrator) of the 6 to 12 members of the ATP. Note the strengths and talents each one brings to the ATP. Identify the committee structure and any leadership positions.

Name: _____ Role: _____ Committee/Position: _____

Telephone: _____ Email: _____ Best Time to Call: _____

Strengths/Talents: _____

Name: _____ Role: _____ Committee/Position: _____

Telephone: _____ Email: _____ Best Time to Call: _____

Strengths/Talents: _____

Name: _____ Role: _____ Committee/Position: _____

Telephone: _____ Email: _____ Best Time to Call: _____

Strengths/Talents: _____

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Strengths/Talents: _____

Name: _____ Role: _____ Committee/Position: _____

Telephone: _____ Email: _____ Best Time to Call: _____

Strengths/Talents: _____

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Feel free to make additional copies of this page as needed.

Name: _____ **Role:** _____ **Committee/Position:** _____

Telephone: _____ **Email:** _____ **Best Time to Call:** _____

Strengths/Talents: _____

Name: _____ **Role:** _____ **Committee/Position:** _____

Telephone: _____ **Email:** _____ **Best Time to Call:** _____

Strengths/Talents: _____

Name: _____ **Role:** _____ **Committee/Position:** _____

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Telephone: _____ **Email:** _____ **Best Time to Call:** _____

Strengths/Talents: _____

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Step 2:

Choose ONE option here:

This ATP will organize sub committees within the action team focused on school improvement GOALS. We will use the One-Year Action Plan (Form G) and Annual Evaluation of Activities (Form G) to plan and assess progress each year. (This can also be sub-committees dedicated to certain activities/planning.)

This ATP will organize sub committees within the action team for the TYPES of involvement. We will use the One-Year Action Plan (Form T) and Annual Evaluation of Activities (Form T) to plan and assess progress each year. (This can also be sub-committees dedicated to certain activities/planning.)

Step 3:

When could the **whole** Action Team for Partnerships (ATP) meet?

REMEMBER: The ATP must meet **at least monthly**. Committees (e.g., those responsible for certain **goals**, one of the **6 types of involvement**, or committees related to **individual events**) meet as needed to plan and conduct activities.

How often?

What day?

What place (note virtual or in person)?

What time?

How might the ATP get information from the meeting to those who could not attend? (Check all that apply)

- Email meeting minutes Monthly newsletter Pass out copies of meeting minutes
 Classroom communication app Group text Social media page
 Shared drive (Google, SharePoint, etc.) Post meeting info on parent board Other: _____

Step 4:

Be sure any other groups (ex: other PTA/PTO, other committees, families, and staff) at your school hear from the ATP about its plans and progress on family and community engagement. Discuss how often and in what form they will receive the information. Remember to share the final action plan with all other members of the school community.

DO YOU HAVE ANY QUESTIONS ABOUT THE ATP?

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