

How to Organize Your Action Team for Partnerships

School Name: _____

1. How will your school's Action Team for Partnerships (ATP) organize its work? **(*Circle A or B)**

- A. We will organize our team to work as a “**whole team**”. Each month we will all work on preparing for upcoming events, evaluating them as they occur on the One Year Plan.
- B. We will organize our team to work by “committees”. We will meet as a whole team each month but then split up by committee to work on upcoming events, etc. by individual goal on the One Year Plan. Your ATP committees will address the following goals:
- o Reading
 - o Math
 - o (Goal 3 from SIP/SWP) _____
 - o Develop a welcoming Climate of Partnerships

Please list who will lead each committee:

- o Committee 1 Chair/Co-Chair _____
- o Committee 2 Chair/Co-Chair _____
- o Committee 3 Chair/Co-Chair _____
- o Committee 4 Chair/Co-Chair _____

2. Who will be the members and leaders of the ATP?

- o Chair/Co-Chairs **(*required)** _____
- o Document Lead **(*required)** _____
- o ATP Chair document keeper (communicates with DAT)) _____
- o Scribe **(*required)** (Keeps & distributes minutes to ATP members) _____
- o Publicity Chair (Gets the word out about ATP activities) _____
- o Timekeeper (Helps keep meetings on schedule)
- o PAC (Migrant Bilingual Parent Advisory Committee) Parent _____
- o Parent Organization Parent (PTO/PTA/PTSO) _____
- o Optional: Hostess _____ Attendance Reporter _____
- o Parent* **(required)** _____ Parent* **(required)** _____
- o Parent* **(required)** _____ Parent* **(required)** _____
- o Parent* **(required)** _____ Parent* **(required)** _____

***ATP provides parents an opportunity to sit on a decision-making committee. The district goal is to have six parents on each ATP.**

**PLEASE COMPLETE PAGE 2 ON THE BACK OF
THIS SHEET & SUBMIT TO DISTRICT ATP**

3. When will the whole ATP meet? (The ATP should meet at least monthly)
Our monthly meetings will be as follows:

Time _____ Place _____ Library _____

4. Please update the attached roster. (District AP will update it & then send it to you electronically)

