

ANNUAL REVIEW OF TEAM PROCESSES

School Name _____

School Year _____

Take **15 - 30 minutes** to reflect on and discuss how well your team worked as an ATP in the last school year, and how it can improve for the school year ahead.

TEAM PROCESS	RECOMMENDATION C = Continue N = Need to improve	COMMENTS/ SUGGESTIONS
MEMBERSHIP		
• ATP members include teachers, parents, administrators, students and community members		
• New members of the ATP are oriented to the team and to their responsibilities.		
SCHEDULE		
• The full ATP meets on a regular schedule.		
• The time/place for meetings works well.		
• ATP subcommittees meet as needed.		
ORGANIZATION		
• Agendas of meetings are well planned and cover important content.		
• Minutes of meetings are provided to all members who could not attend.		
• At whole-ATP meetings, all members contribute their ideas.		
• At ATP subcommittee meetings, all members contribute their ideas.		
• Team members work well together, listen to each other, and disagree respectfully.		
PROGRAM IMPLEMENTATION		
• Activities in the <i>One-Year Action Plan for Partnerships</i> are implemented on schedule.		
• The ATP is making progress in informing and involving more, and different, families.		
• All team members take responsibility for leading or assisting with family and community involvement activities.		
• ATP members encourage all teachers, school staff, parents, students, community members and others to participate in scheduled involvement activities.		
• Activities are evaluated for quality and results.		
• The ATP communicates with other groups at school to report plans and progress on partnerships (e.g., parent association, board of management, local media, others).		
LOOKING AHEAD		
<p>What is one way that the ATP could become even more effective next year in leading the school's program of school, family, and community partnerships?</p> 		