

First ATP Meeting of the School Year

The Action Team for Partnerships (ATP) meets at least once a month to plan, monitor, evaluate, and improve activities. ATP committees meet as needed to prepare for specific partnership activities.

At its first meeting of the school year, the ATP must lay a strong foundation on which to build an effective partnership program. The agenda for the first meeting of the year may include some of the following topics, discussions, and actions. Add other topics of importance at your location.

- **Recognize the value of all team members.**
 - Express appreciation for all members' willingness to serve on the ATP.
 - Reinforce the importance of attending this and all ATP meetings and events.
 - Lead an icebreaker or team-building activity to celebrate members' strengths, talents, and commitment to the work of the team.
- **Review the ATP committee structure to organize specific activities in the ATP's *One-Year Action Plan for Partnerships*.**
- **Select team leaders and discuss shared leadership responsibilities.**
 - Positions to be filled may include the following:
 - *Chairperson* or *co-chairs* (co-chairs are recommended) of the full ATP and of each committee
 - *Recorder* of the minutes for each meeting
 - *Liaison* or *link* to the School Improvement Team to report plans and events of the ATP
 - *Liaison* or *link* to the PTA or PTO to include the activities of the parent organization in the ATP's *One-Year Action Plan for Partnerships*
 - *Promoter* or *publicist* to let teachers, other staff, families, students, and the community know of the team's plans, events, and progress
 - *Other roles* as needed or desired
- **Establish a communication system.**
 - Create a phone, e-mail, texting, or other e-contact list of ATP members, and distribute it to all members and other school leaders. Choose main methods of communication.
 - Create a social media page (Facebook, Twitter, Instagram, Snapchat, or other favored platforms) to share and/or stream information about your school's ATP.
 - Set a regular schedule (dates, time, place) for meetings.
 - Create a share folder to give all team members easy access to ATP plans, notes, and resources (e.g., Dropbox, Google Docs, or other).
 - Establish or review the team's ground rules for communicating at meetings (see p. 110 or CD).
 - Decide how the ATP will gather input from members who are unable to attend a meeting.
 - Decide how the team will provide minutes of each meeting to absent team members.
 - Plan how the team will keep the whole school community informed of partnership plans, activities, and progress.
- **Review the *One-Year Action Plan for Partnerships*.**
 - Review the pages of the *One-Year Action Plan for Partnerships* for the school year.
 - Revise the plan as needed through the year.
- **Begin implementing the planned partnership activities.**
 - Help the appropriate ATP committees and leaders with upcoming activities:
 - Which activities are scheduled during the next month or two?
 - Which subcommittee(s) and team members or others are in charge of these activities?
 - What needs to be done to prepare for the upcoming activities?
 - Who will help implement each activity?
 - How and when will the team evaluate the effectiveness of each activity?
- **Discuss the date, time, place, and agenda for the next ATP meeting.**