

# ANNUAL REVIEW OF TEAM PROCESSES

School Year: \_\_\_\_\_

**Discuss:** How well is your ATP working as a team? How should teamwork improve?

TEAM PROCESS	RECOMMENDATION C = Continue N = Need to improve	COMMENTS/ SUGGESTIONS
<b>MEMBERSHIP</b>		
<ul style="list-style-type: none"> <li>ATP members include teachers, parents, administrators, and others.</li> </ul>		
<ul style="list-style-type: none"> <li>ATP leaders fill useful roles (e.g., chair, co-chairs, recorder, subcommittee chairs).</li> </ul>		
<ul style="list-style-type: none"> <li>New members of the ATP are oriented to the team and to their responsibilities.</li> </ul>		
<b>SCHEDULE</b>		
<ul style="list-style-type: none"> <li>The full ATP meets on a regular schedule.</li> </ul>		
<ul style="list-style-type: none"> <li>The time/place for meetings works well.</li> </ul>		
<ul style="list-style-type: none"> <li>ATP subcommittees meet as needed.</li> </ul>		
<b>ORGANIZATION</b>		
<ul style="list-style-type: none"> <li>Agendas of meetings are well planned and cover important content.</li> </ul>		
<ul style="list-style-type: none"> <li>Minutes of meetings are provided to all members who could not attend.</li> </ul>		
<ul style="list-style-type: none"> <li>At whole-ATP meetings, all members contribute their ideas.</li> </ul>		
<ul style="list-style-type: none"> <li>At ATP subcommittee meetings, all members contribute their ideas.</li> </ul>		
<ul style="list-style-type: none"> <li>Team members work well as together, listen to each other, and disagree respectfully.</li> </ul>		
<b>PROGRAM IMPLEMENTATION</b>		
<ul style="list-style-type: none"> <li>Activities in the <i>One-Year Action Plan for Partnerships</i> are implemented on schedule.</li> </ul>		
<ul style="list-style-type: none"> <li>The ATP's budget for partnerships is adequate.</li> </ul>		
<ul style="list-style-type: none"> <li>The ATP is making progress in informing and involving more and different families.</li> </ul>		
<ul style="list-style-type: none"> <li>All team members take responsibility for leading or assisting with family and community involvement activities.</li> </ul>		
<ul style="list-style-type: none"> <li>ATP members encourage all teachers, school staff, parents, students, and others to participate in scheduled involvement activities.</li> </ul>		
<ul style="list-style-type: none"> <li>Activities are evaluated for quality and results.</li> </ul>		
<ul style="list-style-type: none"> <li>The ATP communicates with other groups at school to report plans and progress on partnerships (e.g., school council, faculty, parent organization, school board, local media, others).</li> </ul>		
<p>LOOKING AHEAD. 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>		