

Checklist for Organizing the Partnership Action Team



Team Members				
Name	Role (parent, teacher, etc.)	Other school or community connections	Phone/E-mail	Best times/days to meet
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

10 Questions to Ask

- 1.** Do we have two to three parents whose children are in different grades?
- 2.** Do we have two to three teachers from different grade levels?
- 3.** Do we have one member of the school administration team (i.e., school principal)?
- 4.** Is one member also a member of the School Improvement Team?
- 5.** Is one member also a member of the school parent group?
- 6.** Who will communicate Action Team proceedings to other school committees?
- 7.** Who will chair the team and/or facilitate meetings?
- 8.** Do we have alternate members who can represent the voice of parents, teachers, or students when regular members can't attend?
- 9.** Who will communicate meeting results to those who can't attend?
- 10.** Who will communicate to members in between meetings?