

Collaborative Action Team Action Plan

For the Period from _____ to _____

To Create a Collaborative Action Team Action Plan...

Agree on a Vision

What is your “dream” for your school community?

Identify and Prioritize School Community Issues

What challenges face your school community that keep your vision from becoming a reality?
Which of these issues is your top priority?

Develop a Mission Statement

What is your team’s overall purpose, based on the vision and priority issues you’ve identified?

Set Team Goals

What general result do you want to achieve in each priority area?

Develop Strategies to Accomplish Goals

For each goal, what strategies will you use to achieve the results you want?

Determine Necessary Tasks

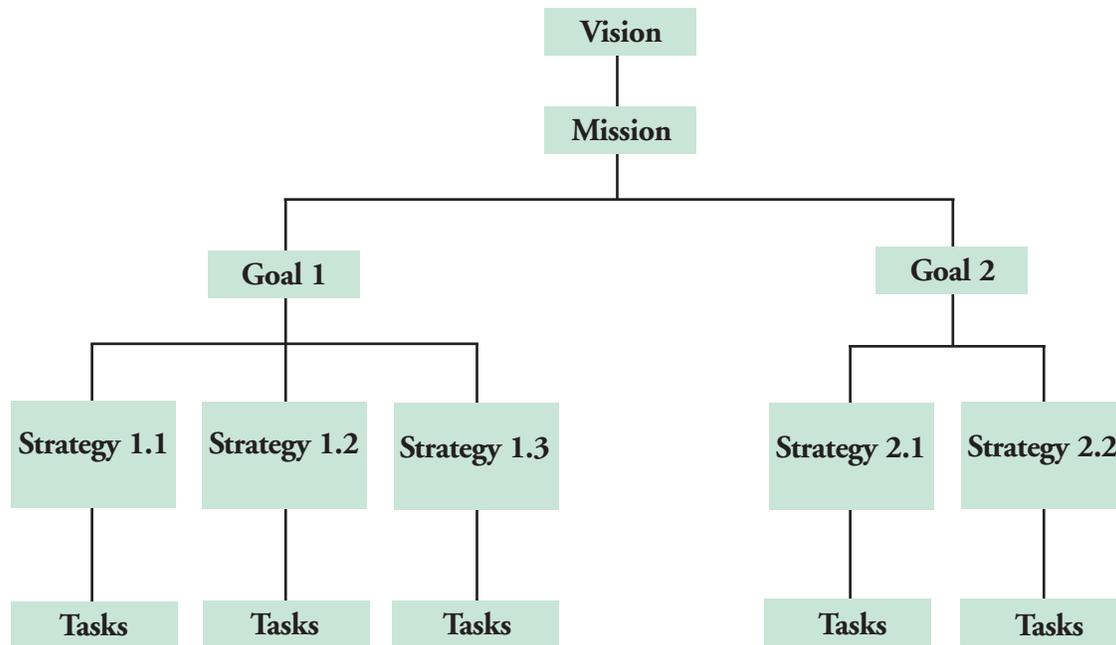
For each strategy, what specific tasks must be done to carry it out?

What resources are needed?

Who will be responsible?

When will it be done?

Collaborative Action Team Action Plan Overview



Collaborative Action Team Action Plan

Vision (*Toolkit Activity: Agree on a Vision, p. 3-1*)

Priority Issues (*Toolkit Activity: Identify School Community Issues, p. 3-9*)

Priority 1: _____

Priority 2: _____

Mission (*Toolkit Activity: Develop a Mission Statement, p. 3-15*)

Goals (*Toolkit Activity: Set Team Goals, p. 3-21*)

Goal 1: (based on Priority #1) _____

Goal 2: (based on Priority #2) _____

Strategies to Accomplish Goals (*Toolkit Activity: Develop Strategies, p. 4-1*)

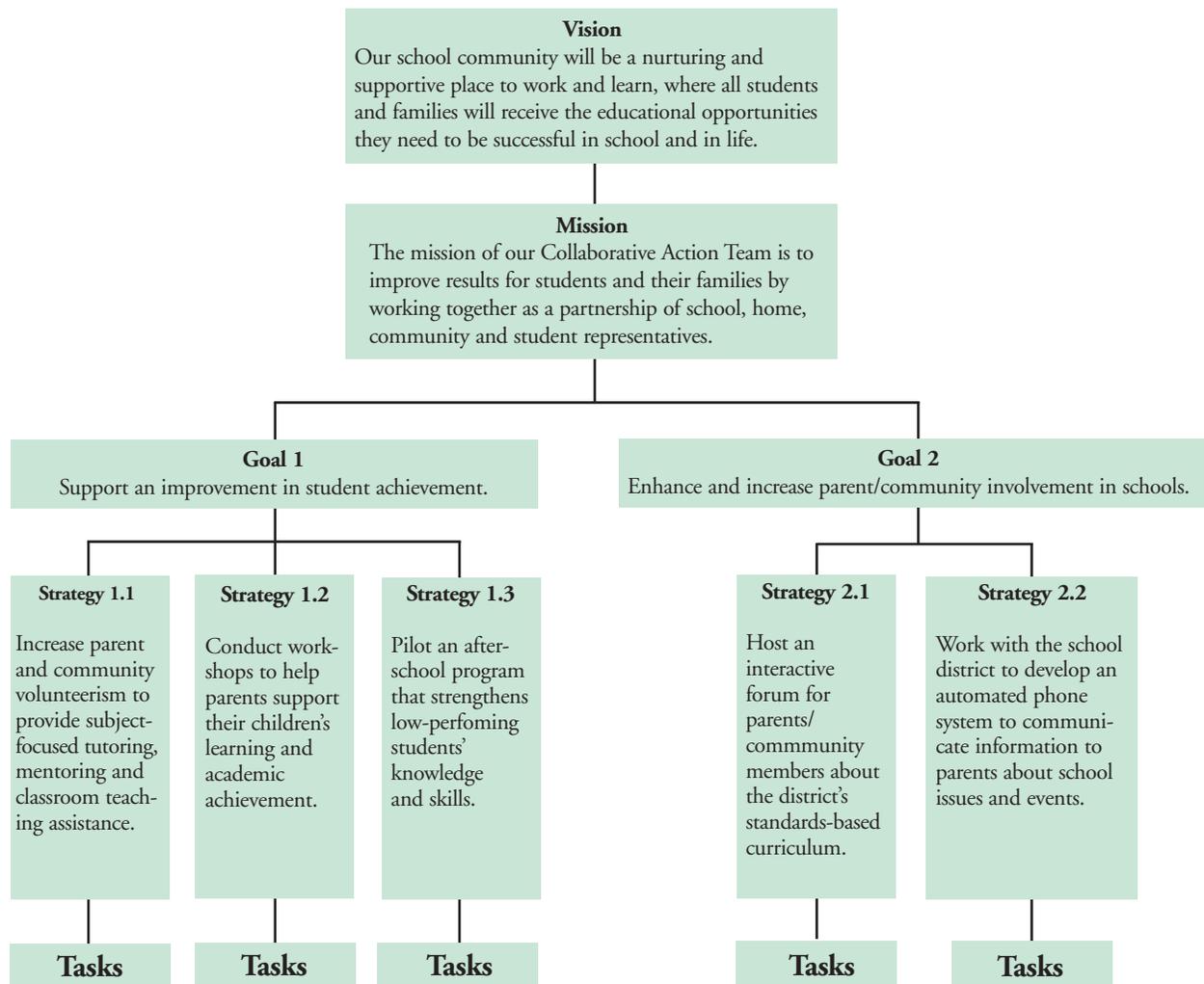
Tasks to Implement Strategies (*Toolkit Activities: Determine Tasks and Resources, p. 4-5 and Determine Responsibilities and Timelines, p. 4-9*)

Collaborative Action Team Action Plan Example

For the Period from 10/1/00 to 5/31/01

Collaborative Action Team Action Plan Overview

Example



Collaborative Action Team Action Plan Example

Vision

Our school community will be a nurturing and supportive place to work and learn, where all students and families will receive the educational opportunities they need to be successful in school and in life.

Priority Issues

Priority 1: Student achievement is low in our schools, particularly in the core subject areas of reading, math and writing.

Priority 2: Lack of community and parent participation in school improvement and decision making.

Mission

The mission of our Collaborative Action Team is to improve results for students and their families by working together as a partnership of school, home, community and student representatives.

Goals

Goal 1: Our Collaborative Action Team will support improvement in student achievement in our schools.

Goal 2: Our Collaborative Action Team will enhance and increase parent and community involvement in schools.

Strategies to Accomplish Goals

See attached worksheets.

Tasks to Implement Strategies

See attached worksheets.

Collaborative Action Team Action Worksheet 1

Example

Directions: Develop a worksheet for each strategy. Enter a number for the goal. Write the number and description of the strategy on the blank lines. List the tasks necessary to implement the strategy in the order in which they will be performed. Indicate who is responsible for completing each task and the date it is to be completed. Use the last column to note the date on which the task is actually completed.

Goal # 1 **Strategy #** 1.1 By the end of the 2000–2001 school year, our Collaborative Action Team will increase parent and community volunteerism in one school to provide subject-focused tutoring, mentoring and classroom teaching assistance to improve student achievement.

| Task | Person(s) Responsible | Due Date | Date Done |
|--|--|---|--------------|
| 1. Meet with parent liaisons, school counselor and principal to discuss ideas and suggestions about academic needs and program organization. | Vangie, Jerry, David | 10/15/2000 | |
| 2. Survey teachers to learn how volunteers can assist them effectively in the classroom. Identify which students need tutoring and mentoring, and in which academic subjects. | Vangie, Sara, Artie, Delia | 11/15/2000 | |
| 3. Design program and evaluation plan, and determine goals for recruiting more parent and community volunteers. | Vangie, Jerry, David | 12/15/2000 | |
| 4. Begin to recruit volunteers according to needs. | Jerry and other team members | 12/15/2000 | |
| 5. Develop tracking form to gather information about what volunteers are doing when they come to the school. | Micki, Grace, parent liaison and school counselor | 1/5/2001 | |
| 6. Begin to match community volunteers to classrooms and/or students according to needs. Assign parent volunteers to child's classroom and/or to other students according to skills. | Vangie, Sara, Artie, Delia school counselor, parent liaison | 1/5/2001 continue as people begin to volunteer | |
| 7. Make sure as volunteers are added to the program that they are filling out the tracking forms. | Vangie, parent liaison, school counselor | Spring 2001 semester | |
| 8. Evaluate the program. | Vangie and team members | Summer 2001 | |

Collaborative Action Team Action Worksheet 2

Example

Directions: Develop a worksheet for each strategy. Enter a number for the goal. Write the number and description of the strategy on the blank lines. List the tasks necessary to implement the strategy in the order in which they will be performed. Indicate who is responsible for completing each task and the date it is to be completed. Use the last column to note the date on which the task is actually completed.

Goal # 1 **Strategy #** 1.2 Our Collaborative Action Team will conduct one or more workshops to help parents support their children's learning and academic achievement.
Conduct first workshop by 12/15/2000.

| Task | Person(s) Responsible | Due Date | Date Done |
|--|--------------------------------------|--------------------|-----------|
| 1. Brainstorm possible topics and resources for first workshop. | Amy and team members | 10/10/2000 | |
| 2. Research availability and cost of possible resources: presenters, materials, etc. | Amy, Sandra, Oscar | 10/25/2000 | |
| 3. Secure resource(s) to conduct/participate in workshop. | Amy | 11/01/2000 | |
| 4. Determine workshop agenda and logistics, and design evaluation plan. | Amy, Carlos, Sandra, Oscar, Clarissa | 11/15/2000 | |
| 5. Work with school principals, parent liaisons and PTA to publicize workshop: develop flyers, posters, notices. | Oscar, Sandra and other team members | 11/15 – 12/15/2000 | |
| 6. Coordinate details for workshop and hold workshop. | Amy, Carlos, Clarissa | 11/15 – 12/15/2000 | |
| 7. Evaluate workshop. | Amy and team members | 1/15/2001 | |

Collaborative Action Team Action Worksheet 3

Example

Directions: Develop a worksheet for each strategy. Enter a number for the goal. Write the number and description of the strategy on the blank lines. List the tasks necessary to implement the strategy in the order in which they will be performed. Indicate who is responsible for completing each task and the date it is to be completed. Use the last column to note the date on which the task is completed.

Goal # 1 **Strategy #** 1.3 By 2/01/2001 our Collaborative Action Team will pilot an after-school program at one elementary school that strengthens low-performing students' knowledge and skills in core subject areas.

| Task | Person(s) Responsible | Due Date | Date Done |
|---|--|----------------------|-----------|
| 1. Meet with principal, teachers and support staff to identify low-performing students and brainstorm ideas for program goals and curriculum. | Cathy, Victor, Terry and Zena | 10/15/2000 | |
| 2. Set program goals and curriculum, and develop evaluation plan. | Cathy, Victor, Terry and Zena | 10/25/2000 | |
| 3. Contact businesses to seek resources and financial contributions to purchase materials and supplies. | Cathy and Victor | 10/31/2000–1/15/2001 | |
| 4. Recruit teachers from the elementary school and/or other teachers for the program. | Zena, principal | 10/31/2000–1/15/2001 | |
| 5. Recruit high school students to be tutors and mentors. | Terry, high school counselor | 10/31/2000–1/15/2001 | |
| 6. Recruit team members, other community members and parents to be tutors and mentors and to provide other assistance. | Cathy, parent liaisons, other team members | 10/31/2000–1/15/2001 | |
| 7. Publicize the program and enroll target students. | Joan, Patricia, Eddie and other team members | 12/01/2000–1/25/2001 | |
| 8. Coordinate details and begin the program. | Cathy, Victor, Terry and Zena | 2/01/2000 | |
| 9. Begin to seek funding for program expansion for Fall 2001. | Victor, Cathy | 2/28/2001 | |
| 10. Evaluate the program. | Cathy and all team members | Summer 2001 | |

Collaborative Action Team Action Worksheet 4

Example

Directions: Develop a worksheet for each strategy. Enter a number for the goal. Write the number and description of the strategy on the blank lines. List the tasks necessary to the strategy in the order in which they will be performed. Indicate who is responsible for completing each task and the date it is to be completed. Use the last column to note the date on which the task is completed.

Goal # 2 **Strategy #** 2.1 Our Collaborative Action Team will host an interactive forum by 11/15/2000 to inform parent and community members about the district's standards-based curriculum and other improvement goals.

| Task | Person(s) Responsible | Due Date | Date Done |
|--|----------------------------|------------------|-----------|
| 1. Meet with superintendent to present idea. Ask him and other district staff to participate in forum. | Rosie, Joe | 10/10/2000 | |
| 2. Determine logistics and agenda, and plan for publicizing the event. | Rosie, Joe, Amanda, Maria | 10/25/2000 | |
| 3. Determine the evaluation plan. | Rosie, Joe, Amanda, Maria | 11/01/2000 | |
| 4. Publicize the event: make flyers and notices, and use other methods. | Joe and other team members | 10/25–11/15/2000 | |
| 5. Coordinate event details and logistics and hold event. | Rosie, Amanda, Maria | 10/25–11/15/2000 | |
| 6. Evaluate the event. | Rosie and all team members | 12/15/2000 | |

Collaborative Action Team Action Worksheet 5

Example

Directions: Develop a worksheet for each strategy. Enter a number for the goal. Write the number and description of the strategy on the blank lines. List the tasks necessary to implement the strategy in the order in which they will be performed. Indicate who is responsible for completing each task and the date it is to be completed. Use the last column to note the date on which the task is completed.

Goal # 2 **Strategy #** 2.2 Our Collaborative Action Team will work with the school district to set up an automated phone system by the start of the 2001–2002 school year so parents and community members can keep informed about school district improvement issues and events.

| Task | Person(s) Responsible | Due Date | Date Done |
|---|---|------------------------------|--------------|
| 1. Investigate similar systems in other school districts. | James | 11/01/2000 | |
| 2. Survey parents to find out what information they'd find useful and design an evaluation plan. | Simone, James, Clara, Theresa | 12/15/2000 | |
| 3. Meet with PTA presidents and the superintendent to discuss a proposal. | James and Simone | 2/01/2001 | |
| 4. Assist PTA in fundraising for the system. | James, Clara, Simone and other team members | 4/01/2001 | |
| 5. Purchase an Answerline system from a vendor. | James | 4/15/2001 | |
| 6. Set up the Answerline system and input information. | Simone, Theresa | 5/15/2001 | |
| 7. Develop a system for tracking calls received and information given. | James and Clara | Summer 2001 | |
| 8. Recruit and train Collaborative Action Team members to update the information in the system. | James and Simone | Summer 2001 | |
| 9. Announce the creation of the Answerline at PTA meetings, in newspaper articles, in PSAs on radio stations and in mail sent home with report cards. | James, Simone, and PTA presidents | 9/30/2001 | |
| 10. Evaluate the automated phone system. | James, Simone and other team members | End of 2000–2001 school year | |