

New Mexico Parent Information Resource Center (NMPIRC) Action Team for Partnerships Implementation Checklist

Purpose: To implement school Action Teams for Partnerships in order to increase meaningful parent involvement, informed decision making, and meet the requirements of No Child Left Behind Section 1118 and House Bill 212, utilizing the New Mexico Toolkit through the Epstein Model for School-Family-Community Partnerships.

School District: _____ School: _____ Staff Person: _____ Start Date: _____

Step 1.		Meeting with <i>District</i> Leadership which should include the person who oversees parent and community involvement in schools.			
Action(s) [What is the Activity]	Persons Involved [Who did we make a connection with?]	Materials Needed [List Materials used or needed]	Comments/ Evidence [Notes, Evaluation, who did we meet with how many attendees etc.]	Date Completed	Status Code
1.1 Meet with district administrator(s) and review the “Administrators Packet”.	May include, but not limited to: <ul style="list-style-type: none"> • PIRC Coordinator • PIRC Liaison • PRO Director of Education • District Superintendent • Federal Programs Director • Title I Director 	<ol style="list-style-type: none"> 1. Decision Making Booklet 2. Sample MOU 3. Administrator Packet <ul style="list-style-type: none"> • PRO Overview • PIRC Action Team Framework • DYK: What is a PIRC? • Letter from Secretary Garcia • NNPS 2008 Article • NNPS Special Report • NNPS flyer 			

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		<ul style="list-style-type: none"> • NCLB Section 1118 • NM HB 212 • Implementation Checklist 			
<p>1.2 Schedule a follow-up(s) in order to do any or all of the following: negotiate MOU, sign MOU, discuss schools selected, next steps, etc. There are almost always a minimum of two meetings, including first contact (see 1.1), but never to exceed three follow-up meetings.</p>	<p>Follow-up meetings may include, but not limited to:</p> <ul style="list-style-type: none"> • PIRC Coordinator • PIRC Liaison • PRO Director of Education • District Superintendent • Federal Programs Director • Title I Director • School Boards • Principals • Others 	See 1.1			
<p>1.3 The MOU is negotiated. Note: it is recommended that schools with strong leadership are identified to participate in the initial pilot of the program.</p>	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • PIRC Coordinator • PIRC Liaison • PRO Director of Education • District Superintendent • Federal Programs Director • Title I Director • Others 	MOU			
<p>1.4 Set timelines for meeting and collaborating at the district and school level.</p>	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • PIRC Coordinator 	Implementation Checklist			

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	<ul style="list-style-type: none"> • PIRC Liaison • PRO Director of Education • District Superintendent • Federal Programs Director • Title I Director • Others 				
2.6 Provide the PIRC Liaison a copy of the <i>district</i> EPSS	<ul style="list-style-type: none"> • District Administrator • PIRC Liaison 	District EPSS			
Step 2.	Meeting with identified school sites. The initial meeting with school site administrators should be with the district person who signed the MOU or that person's designee.				
2.1 Initial meeting with identified school site(s). <ul style="list-style-type: none"> • Establish ground rules and norms for working with the school site. • Discuss possible parent questions for Principal to be prepared to answer. 	<ul style="list-style-type: none"> • District Administrator • PIRC Liaison • School Principal • Others 	Review: <ul style="list-style-type: none"> • Administrator Packet, at a minimum the MOU • PIRC Action Team Framework • Review Implementation Checklist • Other forms as needed from the PIRC resource kit 			
2.2 Review Parent Involvement Binder.	<ul style="list-style-type: none"> • District Administrator • PIRC Liaison • School Principal 	Sample Parent Involvement Binder			

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	<ul style="list-style-type: none"> • Others 				
2.3 Request/Review copy of school EPSS and Parent Involvement Policy.	<ul style="list-style-type: none"> • PIRC Liaison • School Principal 	Copy of school EPSS (the copy of the EPSS goes into the Parent Involvement Binder).			
2.4 Set orientation for <i>all</i> school staff.	<ul style="list-style-type: none"> • PIRC Liaison • School Principal • Teachers • All Staff • Others 	<ul style="list-style-type: none"> • PRO Overview • DYK: What is a PIRC • PIRC Action Team Framework • MOU • Volunteer Forms 			
2.5 Review EPSS	All School Staff	School EPSS			
2.6 Review Parent Involvement Policy	All School Staff	School Parent Involvement Policy			
2.7 Identify: <ul style="list-style-type: none"> • Current School Advisory Council • Parent Involvement team • Goal Teams • PTA/PTO <ul style="list-style-type: none"> ✓ Review School Calendar ✓ Set Meeting date with team 	<ul style="list-style-type: none"> • PIRC Liaison • School Principal 	none			
2.8 Identify Action Team	Principal 6 – Teachers (Minimum) 12 – Parents (Minimum) Others	none			
2.9 Set Follow-up with Teachers and Staff If needed	Principal NM PIRC Liaison School Staff	none			
2.10 Set date for initial meeting	Principal	none			

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with Action Team	NM PIRC staff				
Step 3.	Setting up the Action Team. The items listed under this section need to be included in the Action Team action plan.				
3.1 Action Team for Partnership meeting Note: Prior to setting the initial action team meeting all action team members should be identified and ensured attendance for the meeting.	Action Team ✓ Administrator ✓ 6 Teachers ✓ 12 Parent Volunteers ✓ PIRC Liaison	Items needed for meetings ✓ Childcare provided. ✓ Translation services. ✓ Food/drinks provided by school.			
3.2 Action Team for Partnerships Workshop	Action Team PIRC Liaison	Action Team Power Point ✓ PRO overview ✓ NM PIRC DYK ✓ DYK 1-25 ✓ Overview of NCLB requirements <ul style="list-style-type: none"> • SES • PSC • Accountability ✓ Review Parent Involvement Policy ✓ Review School Compacts ✓ Epstein 1 thru 17 ✓ EPSS plan ✓ Family Connection Series ✓ Volunteer Forms			
3.3 Identify Action Team for	Committee types	Connection Series			

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Partnerships	<ul style="list-style-type: none"> ✓ Decision Making Committee ✓ Communication Committee ✓ Parenting Committee ✓ At Home Learning Committee ✓ Working with the Community Committee ✓ Volunteering Committee ✓ PIRC Liaison 	<ul style="list-style-type: none"> ✓ Parenting ✓ Communicating ✓ Volunteering ✓ Learning at Home ✓ Decision Making: Action Team for Partnerships ✓ Collaborating With the Community 			
3.4 Identify ATP Committee Chairs and/or Co-Chairs	Action for Partnerships Team	Job Descriptions for Committee Chairs and Co-chairs			
3.5 One Year Action Plan. Set Calendar of events / meetings.	Principal Action Team PIRC Liaison	School Calendar <ul style="list-style-type: none"> ✓ Action Team Meeting dates ✓ Whole group meetings ✓ Workshop meetings ✓ Goal setting meeting 			
3.6 Action Team Goal Setting meeting. (Should align with school defined in EPSS)	Principal Action Team PIRC Liaison	EPSS Share Action Team sample ideas			
3.7 Reading, In accordance with EPSS goals plan events such reading night.	Principal Action Team PIRC Liaison	EPSS			

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3.8 Math, In accordance with EPSS goals plan events such math night.	Principal Action Team PIRC Liaison	EPSS			
3.9 Science, In accordance with EPSS goals plan events such science night.	Principal Action Team PIRC Liaison	EPSS			
3.10 Set workshop dates. Note: It is best to spread the workshops out across time to ensure the maximum potential for building action team's competency in understanding the requirements of the rules and regulations. (Though not mandatory as in some cases it makes sense to combine the workshops). Each work shop could take as little as 15-20 minute's; ideally a small piece could be given at each action team meeting.	Principal Action Team PIRC Liaison	Did You Know Fact Sheets DYK 2 DYK 21 DYK 6 DYK 1, 5, 15 and 20 DYK 1, 3, and 17 DYK 1, 4, 13, 16 and 23 DYK 7			
✓ NCLB Parental Involvement Requirements					
✓ EPSS					
✓ Parent Involvement policy					
✓ SES					
✓ PSC					
✓ Accountability					
✓ School Compacts					
3.11 School Binder Note: The NM PIRC Liaison will be the keeper of the school binder until the identified school	NM PIRC Liaison Identified school staff person	Binder with materials			

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liaison is able to keep the binder up at that point the binder will be kept at the school site.					
Step 4.	Describing Success. Success will mean that families are participating in the following events.				
4.1 End of School Year Evaluation	Action Team including teachers and principal PIRC Liaison	One Year action plan			
4.2 End of year Celebration	Action Team including teachers and principal PIRC Liaison	Lunch or Dinner			
4.3 The Requirements of House Bill 212 will be met <ul style="list-style-type: none"> ✓ Participate in budget development ✓ Participate in EPSS Development ✓ Participate in school policy development 	Principal Action Team	School Binder with; Agenda, Minutes, Pictures, EPSS, School Compacts			
4.4 Federal Requirements, (Section 1118)	Principal Action Team	Binder with; Agenda, Minutes, Pictures, EPSS, School Compacts			
4.5 Schedule meetings on own	Principal Action Team	Binder with; Agenda, Minutes, Pictures, EPSS, School Compacts			
4.6 Setting own agendas	Principal Action Team	Binder with; Agenda, Minutes, Pictures, EPSS, School Compacts			
4.7 Reviewing Parent Involvement Policy and provide Feed Back	Principal Action Team	Binder with; Agenda, Minutes, Pictures, EPSS, School Compacts			

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4.8 Reviewing School Compact and provide feedback	Principal Action Team	Binder with; Agenda, Minutes, Pictures, EPSS, School Compacts			
4.9 Identifying future workshops	Principal Action Team	Binder with; Agenda, Minutes, Pictures, EPSS, School Compacts			
4.10 Identifying future activities	Principal Action Team	Binder with; Agenda, Minutes, Pictures, EPSS, School Compacts			
4.11 Attendance-Consistence ✓ Student success ✓ Present proactive inventory(review for content) ✓ Future PI opportunities-Is there an increase?	ALL	Binder with; Agenda, Minutes, Pictures, EPSS, School Compacts			
4.12 Evidence of staff development on Parent Involvement	ALL members of School Community	In-Service Rosters			

Acronyms

- DYK** Did You Know? (PRO FACT Sheet on identified topics)
- EPSS** Educational Plan for Student Success (State and federal requirement to include families and stakeholders)
- ESEA** Elementary and Secondary Education Act (Federal Legislation passed by congress to govern schools in 1965)
- HB** House Bill 212 (Legislation passed by the NM legislature, mandating school councils and action teams)
- MOU** Memorandum of Understanding
- NCLB** No Child Left Behind, (Name given by the president to the Elementary and Secondary Education Act)
- NNPS** National Network of Partnership Schools (Dr. Epstein's organization)
- PRO** Parents Reaching Out
- PSC** Public School Choice (Mandated by NCLB to educate parents)
- SES** Supplemental Education Services (Mandated by NCLB to educate parents)

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