| **ACTIVITY: Team Profile and Agreements** |
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| *Complete Team Profile Checklist and Conducting Leaderships Meetings Worksheets (Checklist and Routines).* |

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| **Team Profile Checklist: Ensure the following information is reflected in action plan.** |
| **School Information**School Name: School Level: Address: School District:  |
| **Team Member Roles**Principal/Administrator (who can commit resources and actively participates): Teachers (by grade or content area):Special Educator:Counselor or Support Personnel: Non-certified (or Classified Staff) [[1]](#footnote-1):Parent(s):Student[[2]](#footnote-2):Mental Health Provider:Other (as appropriate): | **Responsibilities** (e.g., facilitator(s), notetaker/updates action plan, time keeper, etc.) |
| **Coaching**Name(s) of Coache(s)Contact info for Coaches (Email and/or Telephone)  |
| **Agreements for Getting Started*** Dates for next two team meetings (or recurring schedule)
* Date for next presentation to whole staff
* Date for collection and summarization of office discipline data
* Date for completion/review of action plan
* Plan for getting input from staff & families
* Plan for resolving disagreements/problems
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**Team meeting schedule:**

Please share your team meeting schedule with your TA provider. Your TA provider will work with coaches to attend and support at least three team meetings per year.

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| **Month**  | **Date**  | **Time**  | **Location / Video Meeting link**  |
| September  |   |   |   |
| October  |   |   |   |
| November  |   |   |   |
| December  |   |   |   |
| January  |   |   |   |
| February  |   |   |   |
| March   |   |   |   |
| April  |   |   |   |
| May  |   |   |   |
| June  |   |   |   |

1. Representatives from non-classroom settings (e.g., office staff, cafeteria and hallway supervisor, bus driver, school resource officer, custodian, community member) [↑](#footnote-ref-1)
2. Students are recommended particularly for secondary level school teams. [↑](#footnote-ref-2)