| **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 | |

**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)