**Ohio Partnerships School - Action Team for Partnerships**

**Sample Monthly Meeting Agenda (1 hour)**

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| **Time** | **Agenda Item** | **Notes and Next Steps** |
| 10 minutes | 1. Welcome, Introductions and Centering of Family Engagement (Why we are here)    1. Welcome all members and recognize new members    2. Express appreciation for all ATP members    3. Briefly remind the group why this school is dedicated to engaging the family of each student in the school. |  |
| 5 minutes | 1. Review agenda topics and ask for any ideas or suggestions for adding to or changing the agenda. |  |
| 20 minutes | 1. Review family engagement action steps from the past month.    1. Reflect on the quality of the activity, strengths, areas for improvement    2. What records or samples are available for the group to review?    3. Review data from the activities and consider if each activity had the intended impact or is on track to achieve the intended impact.       1. What adjustments need to be made now? In the future?    4. If needed, use the Annual Evaluation of Activities as a reflection tool (348-359) |  |
| 10 minutes | 1. Discuss ongoing and upcoming action steps    1. Who has responsibilities?    2. Review timelines    3. Discuss any issues that the team needs to consider |  |
| 5 minutes | 1. Other topics (optional) |  |
| 5 minutes | 1. Final questions and clarifications |  |
|  | 1. Adjourn |  |

Reference pages 109, 170, and 348-359 of