

## Checklist: Are You Ready for a Team?

### GETTING STARTED WITH IMPROVING PARENT INVOLVEMENT with a PARTNERSHIP TEAM FOR STUDENT SUCCESS IN SPECIAL EDUCATION

The special education director of the Partnership Team for Student Success in Special Education (PT4SSinSE) will guide these activities. The Regional Support Facilitator from NH Connections can provide technical assistance to support the team with research based methods.

#### CHECK (☐) WHEN YOUR DISTRICT PT4SSinSE HAS COMPLETED THE FOLLOWING:

- ☐ **Select the members** of the PT4SSinSE including 6 to 12 members, with teachers, parents, Special Education Director, high school students, and others selected for their interest in and commitment to positive school, family, and community connections.
- ☐ **Identify the chair or co-chairs** of the Partnership Team for Student Success in Special Education.
- ☐ **Select a committee structure** for the PT4SSinSE to focus on four goals related to the Parent Involvement Survey.
- ☐ **Identify** the chair or co-chairs of each committee.
- ☐ **Complete an inventory at meeting one** of present practices for each of the six types of involvement. Discuss the inventory with teachers, parents, students, and others and obtain their ideas about partnership activities that should be maintained, improved, and added (see Starting Points).
- ☐ **Review the district results at meeting two** of the Parent Involvement Survey and select 4 goals with one being to improve the district response rate and one being to sustain this partnership team to create and implement the action plans.

#### **Strategies to Analyze Parent Survey Data:**

##### **Review the district response rate.**

- ☐ Does the district need to create strategies to improve how many surveys are returned?
- ☐ How did the district provide the surveys to their parents in previous year?
- ☐ Are there additional ways that may boost returns?

##### **Review the percentage for each question:**

- ☐ Explanation of the statewide parent survey percentage is located on the NHDOE website.
- ☐ Which questions did the district score lowest or below the target?
- ☐ What strategies could the district incorporate that would raise the percentage next year?

- ☐ **Select 2 goals** from the questions to address that would be strengthened with activities for family and community involvement.
- ☐ **Complete a One-Year Action Plan for Partnerships at meeting 3** specifying specific activities for each of the four special education goals. Include details on who is responsible for implementing the involvement activities, when the activities will be conducted, and what results are expected.
- ☐ **Establish a schedule** of monthly meetings for the full PT4SSinSE, and discuss plans for the meetings of PT4SSinSE goal committees. Select the place and time of PT4SSinSE meetings, and decide how the meetings will be organized.
- ☐ **Decide how often** and in what ways the PT4SSinSE will report to the following groups:

- The School Council, School Improvement Team, or other decision making body
  - All teachers and staff
  - All parents
  - Parent organization (e.g., PTA, PTO, or other groups)
  - The community (e.g., business roundtable, local media, mayor's office)
  - District leaders, school board, other district offices
- **Design and schedule a kickoff activity** to effectively convey the message to all educators, families, and students that the district is a partnership district for special education. Introduce the Partnership Team for Student Success in Special Education, and help parents learn how they can be involved throughout the school year.

**Alternative one:**

Schedule three meetings:

Meeting 1: Meet with an agenda of introductions of team, presentation of the process to improve results aligning with the 6 Types of Parent Involvement, complete Starting Points, and plan the next steps.

Meeting 2: Meet with an agenda of reviewing the school district Parent Involvement Survey results, answer analysis questions, identify goals and brainstorm the activities to reach each goal using the 6 Types.

Meeting 3: Meet with an agenda of creating Action Plans for each goal.

**Alternative two:**

**Schedule** a basic, One-Day Team-Training Workshop to complete the actions listed above, as guided by the Regional Support Facilitator.

Adapted from the research by Joyce Epstein at the John Hopkins University.