

## Pasco Notebooks for ATP Members

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*Pasco School District  
Pasco, Washington*

School and Family District Coordinators in the Pasco School District recognize that the members of their sixteen schools' Action Teams for Partnerships (ATP) wear many different hats. When Pasco joined NNPS in the summer of 2005, the district facilitators wanted to make the ATP members' jobs as easy as possible. To ensure that the members had all pertinent material and paperwork at each monthly meeting, the facilitators developed an organizational and record-keeping system for their schools, appropriately titled the "ATP Handbook."

Each ATP Handbook is a binder with clear outer pockets for the notebook and spine titles to slip in. The district coordinators organized the binder in the following eight sections: Training Materials, One-Year Action Plan, Meeting Minutes, Newsletters, ATP Contact Information, Resources (Help!), Evaluation Tools and Correspondence & Miscellaneous.

Specific materials include the NNPS One-Day Team Training Workshop materials, Epstein's Six Types of Involvement, a sample One-Year Action Plan for Partnerships and a workshop evaluation form. The district employed and trained a high school student to compile the materials.

One of the district coordinators suggested the handbook after attending the NNPS Leadership Development Conference in March 2005. There, all attendees received notebooks with well-organized materials. The district coordinator felt that ATP members also would appreciate having such a notebook. After designing a master notebook, they translated all of the information into Spanish. The ATP members received their notebooks at the beginning of the 2005-06 school year.

The district facilitators encountered "runaway notebooks" that first year. It became difficult to keep count of how many notebooks each school had. To remedy this, the leaders devised an inventory system.

In August of 2006, the district coordinators organized a day long All-ATP Training. ATP leaders received new notebook and spine covers for all team members. They, in turn, returned the previous year's binders to the ATP chair, who forwarded them to the district office. This inventory allowed district coordinators to assess how many notebooks each ATP had.

When a member leaves the team, the notebook is passed along to the new member, as the ATP notebooks are the property of each school. To make the notebooks more useful, the district coordinators provide new binders and spine covers each year with appropriate updates and materials. The notebooks cost about \$5.95 each.

District coordinators received very positive feedback from ATP members. "I really appreciated being given a notebook that not only was well organized, but also was full of valuable information," said a teacher and ATP member. "The first year, I turned many times to the page with district contact information. It's a tangible way to say to someone 'You're on board,' and have them feel included."

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