

(Insert DCLT Name and what you call your team) (Insert school year)		
Team Member Name	Building/Community Role	Team Member Role (facilitator, data analyst, recorder, process observer, equity monitor, encourager, timekeeper)
	LEA PA Coordinator	
	MH PA Coordinator	
Meeting Schedule (at least monthly): When: Where: Time:		

Complete the team agreement/norms table below.

(Insert school name) DCLT Agreements/Norms and Roles

Team Agreement/Norm	What does it look like?
1.	
2.	
3.	
4.	
Team Roles • Facilitator (<i>prepares for & runs the meeting/activities</i>): • Data Analyst (<i>prepares and presents data</i>): • Recorder (<i>documents discussions in minutes/notes</i>): • Process Observer (<i>notices group dynamics & behavior in relation to norms</i>): • Equity Monitor (<i>refers team to equity considerations as needed</i>): • Time Keeper (<i>ensures that meeting stays on task and within time limits</i>): • Encourager (<i>keeps team motivated and positive</i>): • Other (<i>as determined</i>):	

Strategy Mapping

**High
Impact**
(many
students)

**Low
Impact**
(few
students)

Low Effort
(people power, coordination, resources, time)

High Effort