**PTO Action Plan Template**

Use the template below to help you create an Action Plan for your PTO. Before completing, review the School Improvement Plan to determine the school’s Parent and Community Involvement Goal and academic needs. Brainstorm how the PTO can assist in both areas by setting attendance goals and collaborating with teachers and staff.

**School Name:**

**Academic Year**:

***Example Objective:*** Assist school in improving academic achievement on Reading STAAR exams by 5% in all grade levels.

*Lead:* Cristina Garcia, Vice President and Academic Chairperson

*Committee Members (if applicable):* Mark Mazur, Jennifer Green

*Milestones:*

* **October** – Meet with school administration to determine possibility of assistance during tutorials, as reading volunteers in the school. Report back during general meeting.
* **November** – Ensure that 100% of PTO members are signed up as Read Houston Read volunteers, along with 20 members from the surrounding community.
* **January** – Meet with lead reading teachers from all grade levels to determine reading strategies that parents can use with their children at home. Explore possibility of teachers organizing workshop for school parents around reading techniques to use at home. Report back to organization.
* **February** – Host parent information session for all school parents on preparing for STAAR.

***Objective 1:***

*Lead Officer:*

*Team Members:*

*Milestones:*

***Objective 2:***

*Lead Officer:*

*Team Members:*

*Milestones:*

***Objective 3:***

*Lead Officer:*

*Team Members:*

*Milestones:*

***Objective 4:***

*Lead Officer:*

*Team Members:*

*Milestones:*

***Objective 5:***

*Lead Officer:*

*Team Members:*

*Milestones:*