

Tool 15

Team Member Update Letter

Date:

Dear Team Members:

As we are nearing our on-site school review at _____, I wanted to update you as to my communication with the school and our progress to date.

school name

The school has selected the following content-area focus: _____

The school has selected the following effectiveness indicators:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Based on the team members' areas of expertise, I have taken the liberty of making initial team assignments.

- _____ : _____ & _____
content-area focus team member name team member name
- Effectiveness Indicators # _____ & # _____ : _____ & _____
team member name team member name
- Effectiveness Indicators # _____ & # _____ : _____ & _____
team member name team member name
- Effectiveness Indicators # _____ & # _____ : _____ & _____
team member name team member name

Based on the school's selections and the team assignments, please take some time to study the effectiveness indicators by reading their respective chapters in Part 1 of *The High-Performing School*. I would also suggest that you read the following process chapters in Part 2 to refresh your memory for our work ahead:

- Chapter 13: Examining Data and Other Documents
- Chapter 14: The Process: How to Conduct a Research-Based On-Site School Review
- Chapter 15: Communicating Results

Finally, please study **Tools 21–34: Interview and Focus Group Questions** and **Tool 49: Sample Final Report**, found at go.solution-tree.com/schoolimprovement.

Please don't hesitate to contact me if you have any questions. I look forward to seeing you at our team planning meeting at _____ on _____, at _____.

location

day, date

time

Take care,

Team Leader

CC: _____, _____
principal site coordinator