

ATTACHMENT II: CO-chair CHECKLIST

Co-chair: _____

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One-time tasks:

- ☐ Create “rolling agenda/minutes” document using Google Docs and share with all committee members and the district Communications Office prior to the first meeting.
- ☐ View SDM orientation video and then discuss following:
 - ☐ SDM history and culture at BH-BL.
 - ☐ Need for respect and equality among all committee members.
 - ☐ Explanation of the consensus model used in BH-BL (see SDM Guidelines, Section VII).
 - ☐ “Roles and Responsibilities” section of the plan (see SDM Guidelines, Section IV E) .
 - ☐ Committee's charge.
 - ☐ Creation of a constituent group list for each member.
 - ☐ Presentation by constituent representatives of their plan for communication with their constituent groups (i.e. How will parent representatives communicate with other parents?).
- ☐ Schedule all future meetings at the first meeting. Consult SDM Guidelines for information on planning your meeting schedule (days, times, length, etc.).

Ongoing tasks for each meeting:

- ☐ Solicit committee members for input in creating an agenda.
- ☐ Share agenda with the community three (**3**) days prior to each meeting.
- ☐ Be prepared to run an efficient meeting that begins and ends on time.
- ☐ Create clear, concise and uniformly organized minutes. Verify with all committee members that minutes are accurate *prior to the end of the meeting*.
- ☐ Share minutes with the community within one (**1**) week following the meeting.
- ☐ Should your committee need specific feedback from Building Council, co-chairs must contact the principal and building president to be sure the item is placed on the Building Council agenda.
- ☐ Should your committee want to call special attention to an item in your agenda or minutes, contact the district Communications Office.
- ☐ Check in with members between meetings to ensure forward progress on committee goals.
- ☐ Monitor progress of each meeting and encourage all committee members to fulfill roles and responsibilities.