

ATTACHMENT I: MANDATORY CHECKLIST FOR SHARED DECISION MAKING COMMITTEES

Title of Committee: _____

Committee charged by: _____

Type of Committee:

_____ District Standing Committee (on-going, e.g. Curriculum Committee)

_____ District Ad Hoc Committee (specific purpose, e.g. Bond Committee)

_____ State Mandated Committee (e.g., PD Plan Committee, SDM Plan Committee)

MANDATORY CHECKLIST FOR SHARED DECISION MAKING COMMITTEES

An orientation process must be conducted (1) for committee members at the start of each school year for Standing Committees and (2) at the first meeting for an Ad Hoc Committee. Depending on the type of committee, the chair or the co-chairs will be responsible for the orientation.

The Orientation Process should be recorded in the minutes of the first meeting and include:

1. A discussion of the shared decision making culture in BH-BL including the history of Shared Decision Making
2. A discussion of the need for respect and equality among committee members
3. An explanation of the consensus model used in BH-BL (refer to page 8 in the Shared Decision Making Plan from 2018-20)
4. Review "Roles and Responsibilities" section of the plan (Section IV E) .
5. A discussion of the committee's charge.
6. Creation of a constituent group list for each member
7. Presentation by constituent representatives of their plan for communication with their constituent groups.
8. The creation of a preliminary Action Plan/Timeline.

At the end of the committee's work, all members of the committee attest that the following have occurred:

- ☐ Agendas were generated by co-chairs and sent to the Community at least three (3) days prior to all meetings.
- ☐ Minutes were created and approved by the committee and sent to the Community as soon as possible.
- ☐ Reps were given time to gather and digest information from constituents before decisions are made by the committee (i.e. issues should not be raised and decided upon during the same meeting).
- ☐ The committee evaluated the effectiveness of the shared decision making process during the committee timeline (halfway through the timeline at the very least). Such evaluations should be both announced on the agenda and recorded in the minutes.

X _____
X _____
X _____
X _____
X _____

X _____
X _____
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X _____