

Checklist for Formation of Shared Decision-making Teams

- _____ Is the purpose clear? Is the role well defined?
- _____ Is membership representative? Is membership appropriate to the task?
- _____ Are there agreed-upon norms for operation? For decision making?
- _____ Is there a mechanism to communicate with the larger school community? With other decision-making groups?
- _____ What is the process for concluding the team's work?