# Activity 1.6 – Checklist of Key Processes & Tasks for Building a School Core Team

Directions

The following processes and tasks are provided as recommendations for developing an effective School Core Team. Consider each and take notes about what you might need to do in your context to begin building your School Core Team. If you are completing the module with a group, first do this individually. Then, discuss as a group before continuing through the module. This checklist is available as a standalone document at the link provided at the end of this module.

Key Process: Focus on Changes in Adult Behavior

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| Key Tasks | Notes |
| [ ]  | Gather the right data to determine areas of challenge and expertise needed. (See Component 3 of the NM DASH Process Guide for examples of data to consider). |       |
| [ ]  | Analyze the data to determine the individuals best able to fulfill the roles identified in the data to ensure full representation. |       |
| [ ]  | Invite identified individuals to confirm membership. Invitation should include information about the role on the School Core Team, tasks needing to be filled, schedule for meeting, commitments, etc. |       |
| [ ]  | Prepare new members for their roles by providing information to team members to orient them to the purpose and charge of the School Core Team, sharing data that will be analyzed, as well as any schedules or protocols to be used. |       |
| [ ]  | Create a regular schedule of meetings in advance. |       |
| [ ]  | At the initial meeting, agree on team norms. A helpful resource for establishing norms can be found in the NM DASH Resource Library Collection for these modules.  |       |
| [ ]  | Review data as a team to confirm the team has full representation and, if not, identify additional individuals to complement the team |       |
| [ ]  | Create a schedule for meeting – This could include engaging in the NM Learning Modules as a School Core Team |       |
| [ ]  | Schedule periodic reviews of membership to ensure that full representation continues, particularly as action plans are implemented and new data are generated. |       |