

School Culture and Climate Committee Checklist

Structure

- _____ **Agendas:** Distribute meeting agendas in advance and make them available at meetings.
- _____ **Note-Taker:** Assign a note-taker to record and distribute meeting notes.
- _____ **Meeting Notes:** Include action steps or specific tasks assigned to individual committee members that should be completed in a specified time in meeting notes.
- _____ **Member Roles:** Assign specific roles and responsibilities to committee members to complete between meetings, and create and assign leadership positions for most/all team members.
- _____ **Frequency of Meetings:** Meet approximately twice per month throughout the school year (either in person or through other media platforms).
- _____ **Communication:** Model positive communication and center conversations on social-emotional and academic learning.

Function

- _____ **Create a Safe Environment:** Foster actionable self-reflection, facilitate meaningful conversations, build relationships, and encourage systematic thinking toward goals.
- _____ **Build Personal and Shared Visions:** Articulate a unified SCC vision for the school's culture and climate and explicitly connects its ideas to existing mandates and requirements.
- _____ **Set Goals Based on Vision:** Translate the vision into specific short- and long-term goals, and create systems to track and assess short- and long-term goals to gauge progress and self-correct.
- _____ **Reflect, Reassess, and Improve:** Utilize SEL report card and School Climate data to determine the specific social and emotional changes expected to be targeted school-wide, and utilize the SEL report card data to track SEL progress within students and classrooms.
- _____ **Optimize Strengths:** Identify existing SEL and character-related resources within the school, such as other committees and administrator support, and outside the school, such as from other schools and Rutgers team support that are available to build and support social-emotional competencies and character.
- _____ **Enhance Visibility:** Publicly celebrate and communicate small wins, accomplishments, successes, and acknowledge and appreciate efforts in small and large ways.
- _____ **Nurture Relationships:** Recognize significant events in the lives of staff and students, such as birthdays, marriages, births, family trauma, cultural events, and holidays.
- _____ **Encourage Communication:** Develop structures that promote the free flow of information with school personnel, such as daily bulletins, common Web pages, professional sharing during faculty meetings, and joint planning time. Actively seek staff input and ensure that all perspectives are addressed. Seek to communicate with those in other schools who are "walking the walk" for advice and guidance.

Note: Original work created by the Social-Emotional and Character Development lab and a special thanks to Dr. Brian Eichert for his contribution.