



Cohort Facilitator Expectations and Requirements

Required Prior to Cohort Approval

- [Completed Cohort Proposal](#) (DUE THURSDAY, AUGUST 28)
- School Leadership Team Review of Proposal
- Administrative Approval
- Completed and signed Extra-Duty Salary/Stipend Notice Memo

Items Needed Prior to *First* Cohort Meeting

- Create a Google Drive folder for the cohort
 - Share the folder with the Main Office
 - Share the folder with Cohort participants
- Create a drafted Cohort meeting agenda template
 - Include in the Google Drive
- Create a spreadsheet of cohort members
 - No less than 5 members (excluding the facilitator)
 - Cohorts with fewer than 5 members may be denied the opportunity to run
- Draft a calendar of scheduled cohort meetings for the school year
 - No less than 7 meetings per school year
 - Place a copy of the Calendar in the Google Drive Folder
- Turn in signed cohort memos for each member of the cohort to the main office

Items Needed for *Each* Cohort Meeting

- Cohort [Meeting Minutes/Agenda & Attendance Form](#)
- Provided to Main Office (Within 3 days of each meeting)
 - Printed Meeting Minutes (Detailed)
 - Printed Staff Sign-In Sheet - staff should also submit electronic sign-in for each meeting
- Uploaded into Cohort Google Drive Folder (Within a week of each meeting)
 - Meeting Minutes (Detailed)
 - Copy of Staff Sign-In Sheet
 - Copies of any documents and deliverables relevant to the achievement of the Cohort's goals
- SCECH Items sent to SCECH Coordinator (Request Deadlines: **30 Days Prior to Meeting**)

End of School Year: Items Needed for Stipend Payment

- Completed and submitted [Cohort End of Year \(EOY\) Summary Report](#)
- Completed expectations for each Cohort meeting (As outlined above)
- Updated Google Drive Folder
- Signed Cohort memos for each member of the cohort