

Forming a Campus Co-location Committee

Key points for a campus co-location committee:

- 1) If one does not exist, establish a Campus Co-location Committee. It should include: UTLA chapter chair and one other teacher (preferably a combination of upper and lower grades); 2-3 parents; the plant manager, and school administration. The charter school should have a similar group of people. This is in conformance with Superintendent Cortines January 23, 2015 letter to principals in which he mandates co-location committees as follows: "Each committee will consist of the campus plant manager, Principals, lead teachers, and parent representatives from the District and charter school programs."
- 2) Develop and set up a working group with concerned parents from your school. They are a key component of an effective committee.
- 3) Ongoing staff engagement and support, certificated and classified, is also extremely important.

Purpose for the Co-location Committee:

- 1) To give input and be part of the development of the required **shared use agreement**. Make sure decisions are rational and justified.
- 2) After the meetings, to make sure there is accountability and follow through. The committee needs to monitor and oversee that the shared use agreement is honored and that any non-compliance is documented and brought to the attention of the appropriate committee or to administration. This includes academic and/or safety non-compliance as mandated by the safe school plan.