




Serving on Groups That Make Decisions



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 Serving on Groups That Make Decisions 


Agenda





- Workshop Outcomes
- Purpose – Family Engagement
- Guidebook Sections:
 - 1. Opportunities to Get Involved
 - 2. Types of Groups
 - 3. Processes Groups Use
 - 4. Tools Groups Use
 - 5. Tips and Strategies for Groups
 - 6. Understanding Data as Information
 - 7. The Role of Families on Groups
 - 8. Skills for Serving on Groups
- Where to Go From Here?

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Outcomes



- Gain strategies to help you confidently and actively participate in a decision-making group
- Build an understanding about decision-making groups
- Familiarize yourself with the Guidebook resource and the contents within it

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Purpose



- To support and increase participation of families on decision-making groups
- Dr. Joyce Epstein & others conducted research on the effects of Family Involvement. They found:
 - Children have better outcomes when families are involved in the decision-making process.
 - There needs to be support for families in decision-making groups.

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Keys to Family Engagement

THE KEYS TO SUCCESSFUL SCHOOL, FAMILY AND COMMUNITY PARTNERSHIPS: IDENTIFYING TYPES OF INVOLVEMENT

TYPE 1	PARENTING: School contacts with parents and other family members, offering advice and resources that support children's success in the school and home environments. Activities include home visits, parent-teacher conferences, and other school-based activities.
TYPE 2	COMMUNICATING: Communicate with families about school activities and programs through newsletters, phone calls, home visits, and other school-based activities.
TYPE 3	INVOLVING: Invite parents, family members, and other community members to participate in the school's activities and programs.
TYPE 4	LEARNING AT HOME: School families with families in the home, including home visits, home-based learning, and other school-based activities.
TYPE 5	DECISION-MAKING: Involve families in school decisions, including school improvement, curriculum, and other school-based activities.
TYPE 6	COLLABORATING WITH THE COMMUNITY: Collaborate with parents and other community members to support the school and the community.

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Benefits to Decision Making

- **Results for Families:**
 - Awareness and input on policies
 - Feeling of ownership
 - Shared experiences and connections with other families
- **Results for Professionals:**
 - Awareness of family perspectives
 - Recognition of family representatives as equals in decision-making groups
 - Acceptance of family representatives in leadership roles

Get Involved



- Opportunities
- Shared Decision-Making
- Guiding Principles of Shared Decision-Making

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Opportunities to Get Involved

Where to begin?

- Learn about available resources and services
- Find an issue you care deeply about
- Connect to a group with the authority to make changes
- Prepare yourself to serve



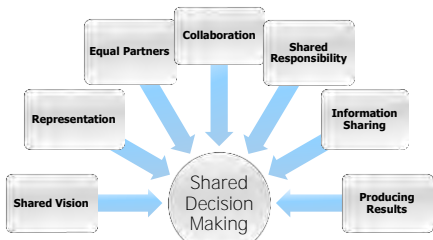
Shared Decision-Making

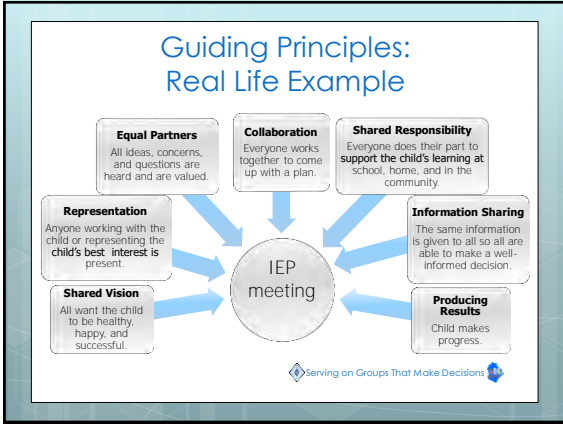
“Decision-making means a process of partnering, of shared views and actions toward shared goals...not just a power struggle between conflicting ideas.”

-Dr. Joyce Epstein



Guiding Principles of Shared Decision-Making





The Role of Families on Groups

- The Group
- Your Role on the Group
- Representing Families

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Section 7: The Role of Families on Groups

The Group

- History
- Style of leadership
- Structure
- Priorities and goals
- Decision-making process

ALSO:

- Visit a meeting before joining

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Resource

**What Information Do I Need to Know About the Group?*

The Role of Families on Groups
What information do I need to know about the group?

My Reason for Joining the Group
 Why do you want to join this group?
 Why are you here for making a difference?

Type of Group
 Name of group: _____
 Location: _____
 Leadership (name/contact info): _____
 Group's focus: _____
 Group's history: _____

Activities of the Group
 Group's purpose: _____
 Group's activities: _____
 Group's goals: _____
 Group's structure: _____
 Group's meeting schedule: _____

Membership and Roles
 How are members selected? _____
 Length of time in _____
 Group's membership: _____
 Roles: _____

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Your Role on the Group

- Connect with past representative
- Come prepared
- Inquire about attendance support
- Plan introduction carefully



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Resource

**Sharing Your Family Story*

The Role of Families on Groups
Sharing Your Family Story

When you share your story with others, it will help them see the potential in your family and change minds. Your story is your family's history and your family's story is your family's future. Share your story with others and help them see the potential in your family story. Share your story with others and help them see the potential in your family story. Share your story with others and help them see the potential in your family story.

The whole story...

(This text needs to continue on additional sheets of paper.)

Consider your audience
 Who are you sharing your story with? Consider the following questions:
 What are their interests and concerns?
 What are their hopes and dreams?
 What are their fears?

Prepare to share
 Prepare to share your story with others. Consider the following questions:
 What are your goals and objectives?
 What are your hopes and dreams?
 What are your fears?

Share your story
 Share your story with others. Consider the following questions:
 What are your goals and objectives?
 What are your hopes and dreams?
 What are your fears?

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Best Ways to Represent Families

- Seek out and support involvement
- Attend meetings in the community
- Write and post summary reports
- Provide contact information
- Welcome input
- Create a brief survey



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Skills for Serving on Groups

- Prepare for a Meeting
- Participate in a Meeting
- Follow-Up after a Meeting
- Facilitate a Meeting
- Deal with Conflict

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Prepare for a Meeting

- Keep a calendar
 - Meeting dates and times
- Read the agenda
 - If no agenda, ask leader for a list of meeting topics
- Review past meeting minutes
 - Check accuracy of content
- Organize your thoughts
 - Write down your comments ahead of time
- Keep learning

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Participate in a Meeting

- Attend all meetings
 - Helps build relationships and understanding
 - Shows commitment
- If unable to attend:
 - Let leader know ahead of time
 - Make sure to get notes or meeting minutes



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Participate in a Meeting

- Take and keep notes
 - For reference of key points and assignments
- Learn the lingo
 - Specific words and abbreviations used by members
- Try new roles
- Be a mentor
- Listen for understanding
 - Restate or ask for clarification



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Follow-Up after a Meeting

- Refer to your notes
 - During the meeting, make a list of follow-up items and questions to ask
- Stay organized
 - Binder, folders, etc.
- Review data
 - Take time to study the information and understand what the group is trying to do
- Research the issue
 - Investigate in other areas, states, organizations, etc.



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Facilitate a Meeting

- **Everyone feels comfortable and welcome**

- Allow time for 'small talk' before the meeting
- Use open body language
- Thank participants



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Facilitate a Meeting

- **Encourages participation**

- Balance the extremes of participation
- Use open-ended questions
- Divide into small groups
- Ask questions to whole group
- Use flip charts, handouts, etc.



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Facilitate a Meeting

- **Prevents and manages conflict**

- Use team-building activities
- Set ground rules
- Draw attention to things everyone agrees on
- Respect each other



- **Listens and observes**

- Listen actively before speaking
- Scan room to reactions of comments or issues

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Facilitate a Meeting

- **Ensures quality decisions**
 - Remind group of decision deadlines
 - Review criteria and supporting information
 - Review decision-making process
 - Poll group before major decisions
 - Review the decision often
- **Ensures outcome-based meetings**
 - Review objectives for agenda items
 - Keep members focused
 - Record decisions
 - Develop an action plan

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Deal with Conflict

- Keep an open mind
- **Don't take things personally**
- Ask questions
- Stay focused on the topic
- Take a break
- Remember the purpose of the group



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Resolving Conflict

- Pay attention to interests
- Listen first; talk second
- Good relationships are a priority
- Keep people and problems separate
- Set out the facts
- Explore options together



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Where to go from here?

If you are new to decision-making groups, think about the following:

1. What are you passionate about?
2. What would you do to prepare for a meeting?
3. How do you deal with conflict?

If you are an experienced decision-making group team member, think about the following:

1. How are your group meetings facilitated?
2. How does your group encourage participation?
3. How does your group deal with conflict?



For more information, explore:
www.servingongroups.org



Thank you!

Please remember to complete the evaluation!



Disclaimer Information

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