



Serving on Groups That Make Decisions: 4: Tools Groups Use 5: Tips & Strategies for Groups

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Presented by:
Jan Serak

WI FACETS 877-374-0511

Agenda

- Quick Poll
- Serving on Groups Overview
- Section 4 - Tools Groups Use
- Section 5 – Tips & Strategies for Groups
- Resources



Serving on Groups Overview

- Developed due to an identified need
- Collaborative effort by stakeholders
- Audience – parents, educators, students, others
- www.servingongroups.org



The screenshot shows the homepage of the website www.servingongroups.org. The top navigation bar is blue with white text. It includes the text "LEADING BY CONVENING" in a blue box, followed by "Contact Us | Trainers" and "Newsletter Signup" in white boxes. Below this, the main navigation bar has "GUIDEBOOK" and "MODULES" in white text. A red arrow points to the "MODULES" link. To the right of the navigation bar is a logo consisting of two interlocking green and blue shapes. Below the navigation bar, there is a large photograph of a diverse group of people, including adults and children, smiling. To the left of the photograph, there are two overlapping images of the "Serving on Groups" guidebook covers. Below the photograph, the text "SERVING ON GROUPS" is displayed in large, bold, white letters. To the right of this text is another image of the guidebook cover. Below the main title, the text "THAT MAKE DECISIONS: A GUIDE FOR FAMILIES" is displayed in white. Below this, a paragraph of text reads: "A guidebook for individuals who want to make a difference in their community by serving as a member of a decision-making group. This resource was developed through a collaborative effort between statewide agencies, school representatives and family members." At the bottom of the page, the text "Guidebook Modules" is displayed in white.

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GUIDEBOOK MODULES

SERVING ON GROUPS

THAT MAKE DECISIONS: A GUIDE FOR FAMILIES

A guidebook for individuals who want to make a difference in their community by serving as a member of a decision-making group. This resource was developed through a collaborative effort between statewide agencies, school representatives and family members.

Guidebook Modules

Section 4: Tools Groups Use

What are helpful tools groups use?

- Meeting Facilitator/Leader
- Ground Rules
- Agenda
- Meeting Minutes
- Written Guidance
- Open & Closed Sessions



Serving on Groups That Make Decisions



Meeting Facilitator/Leader

- Keeps discussions on track and on time
- Makes sure everyone can share



Ground Rules

- Creates an atmosphere where thoughts and perspectives can be openly shared



Serving on Groups That Make Decisions



Agenda

A roadmap for the meeting

- Only include items to be discussed at the meeting
- Created by leader or executive committee

The Opening

- Welcome and introduce participants
- Set the tone and pace
- Review and approve agenda
- Review minutes from previous meeting



Discussions & Decisions

- Keep the group on task
- Assess the group's interest level
- Discuss old & new business
- Make decisions
- Provide feedback
- Enforce ground rules



The Conclusion

- Identify next steps & future agenda items
- Announcements
- Evaluate the meeting



Meeting Minutes

- Summary of the meeting
- Records decisions and actions
- Typed and distributed
- Previous meeting minutes may be approved at the next meeting
- Reminder: Still take your own notes!



Meeting Time Management



If meetings continue to run over time, you may ask the group:

- Is the agenda too full?
- Do ground rules need to be established?
- Does there need to be a 'time keeper'?
- Does more time need to be scheduled for meetings?



Serving on Groups That Make Decisions



Written Guidance

Helps individuals interact with the group

- May include:
 - Bylaws
 - Policies
 - Procedures & Protocols
 - Compacts



Meetings

Agendas and Minutes

Membership

Public Forum

Wisconsin Council on Special Education

[Special Education Council Brochure](#)

Is someone you know (or you!) passionate about special education in Wisconsin, collaborative, and willing to share their voice? Please consider making a nomination for a three-year term to the Wisconsin Council on Special Education. The meetings take place quarterly (fall, winter, spring, early summer) at the DPI Madison office (125 S. Webster Street Madison, WI 53703) in room P41 from approximately 10:00am – 3:00pm. The first meeting of the new Council will be September 27, 2019.

The role of the Council is to bring the voice of various special education stakeholders to DPI, share information from DPI with those stakeholder groups, and provide input on pending rules, regulations, and Wisconsin's federal reporting to the U.S Department of Education. DPI strives to have advisory councils that reflects the racial, ethnic, and geographic diversity of Wisconsin. The Council must be comprised of a majority of parents of IDEA-eligible students (age 3-21) or individuals with disabilities, so please include that information in your nomination form. [Click here](#) for more information about the council. [Nomination forms](#) are due to [Rita Fuller](#) by June 3, 2019.

An Advisory Council to the State Superintendent of Public Instruction under the Individuals with Disabilities Education Act [20 U.S.C. Chapter 33], Sec. 300.167-300.169 and Wisconsin Statutes, Section 15.377(4)

The mission of the Council on Special Education is to promote the education of children with disabilities by providing broad based input to the Department of Public Instruction.

The Council on Special Education is a committee appointed by the state superintendent to advise the Department of Public Instruction and its Division for Learning Support (DLS) in matters related to the education of all children with disabilities in Wisconsin.

The Council's duties include:

- advising the state education agency of unmet needs in the education of children with disabilities within the state.
- advising the state education agency in developing evaluations and reporting on data to the federal department of education.
- advising the state education agency in developing and implementing policies relating to the

Wisconsin DPI @WisconsinDPI

October is National Principals Month! Principal leadership plays an important role in ensuring the academic success of students. Give a shout out to an outstanding principal in your life! #ThankAPrincipal @AWSALeaders1

Sep 30, 2019

Carolyn Stanford Taylor @CStanfordTaylor

Replying to @CStanfordTaylor We've come a long way since then, but so many challenges remain. Fifty years after the Civil Rights Act, we are still fighting for equitable educational opportunities for all children, no matter their background.

Sep 10, 2019

Wisconsin DPI @WisconsinDPI

"Together, we can make a difference. It's not always easy, but it's worth it. Let's work together to make a difference in the lives of all children and adults in our state, and our

<https://dpi.wi.gov/sped/council>

Open vs. Closed



Open Meetings

- Open to ANYONE
- Public is invited to LISTEN to group's discussion
- Public may share their views on the topics
 - Refer to written guidance regarding public participation

Closed Sessions

- Used when not appropriate for non-members
- Topics that should be in closed sessions:
 - Personnel Issues
 - Confidential Information



Common Reasons for Unproductive Meetings

- Participants aren't prepared
- No agenda in advance
- Group doesn't follow agenda
- Not everyone considers themselves "participants"
- Data is lacking or decisions made not based on data
- No action items are highlighted
- No timelines or deadlines
- No follow-ups



4 Reasons for Zoom Fatigue

- Excessive Eye Contact
- Constantly Looking at Yourself
- Mobility Reduced
- Heavier Cognitive Load



Resources – 4. Tools Groups Use

- **How to Facilitate Your First Meeting** (Video 6:07)
<https://www.youtube.com/watch?v=oPZJQ-Mhwwq0>
- **How to Run a Virtual Meeting** (Video 5:07)
<https://www.youtube.com/watch?v=NPVTLroz2Ck>
- **Ground Rules for Effective Meetings** (Video 6:51)
<https://www.youtube.com/watch?v=Mm5YLxZrdgk>
- **8 Ground Rules for Great Meetings**
<https://hbr.org/2016/06/8-ground-rules-for-great-meetings>
- **Mind Tools on problem solving, decision making, and practical creativity**
http://www.mindtools.com/pages/article/newTMC_00.htm
- **How To Write Minutes of Meeting Effectively**
<https://www.lifehack.org/804185/meeting-minutes>
- **How to Write a Good Board Report**
<https://blog.joangarry.com/board-report-template/>



Resources – 4. Tools Groups Use

- **Four Major Causes for Zoom Fatigue and Their Solutions**

<https://www.forbes.com/sites/francesbridges/2021/03/30/stanford-researchers-identify-four-major-causes-for-zoom-fatigue-and-their-solutions/?sh=3b98d07157d7>

- **Wisconsin's Open Meetings Law**

<http://wcwrpc.org/WI%20Open%20Meetings%20Law%20Summary.pdf>

- **Nonprofit Bylaws (Templates)**

<https://form1023.org/how-to-draft-nonprofit-bylaws-with-examples>

- **Why You Should Put Policies & Procedures in Writing**

https://www.mml.org/pdf/resources/publications/ebooks/GLV_Hamdbok_by_chapter/CH%2013%20Importance%20of%20Written%20Policies%20and%20Procedures%20x.pdf

- **Policies and Procedures**

<http://www.mycommittee.com/BestPractice/Committees/Policiesandprocedures/tabid/248/Default.aspx>

- **Policies & Procedures Handbook (Sample)**

https://www.nationalservice.gov/sites/default/files/resource/Policies_and_Procedures_Handbook_rev.5.16.11.pdf

- **Mind Tools**

http://www.mindtools.com/pages/article/newTMC_00.htm



Serving on Groups That Make Decisions



Section 5:

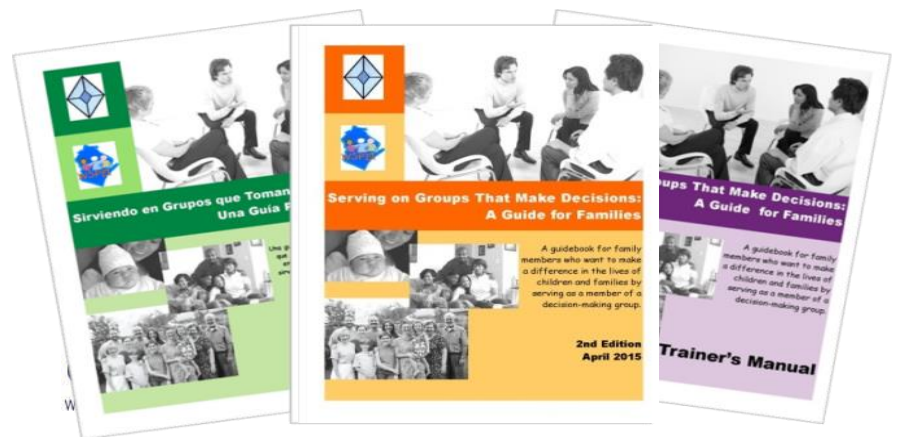
Tips & Strategies for Groups

What makes effective meetings?

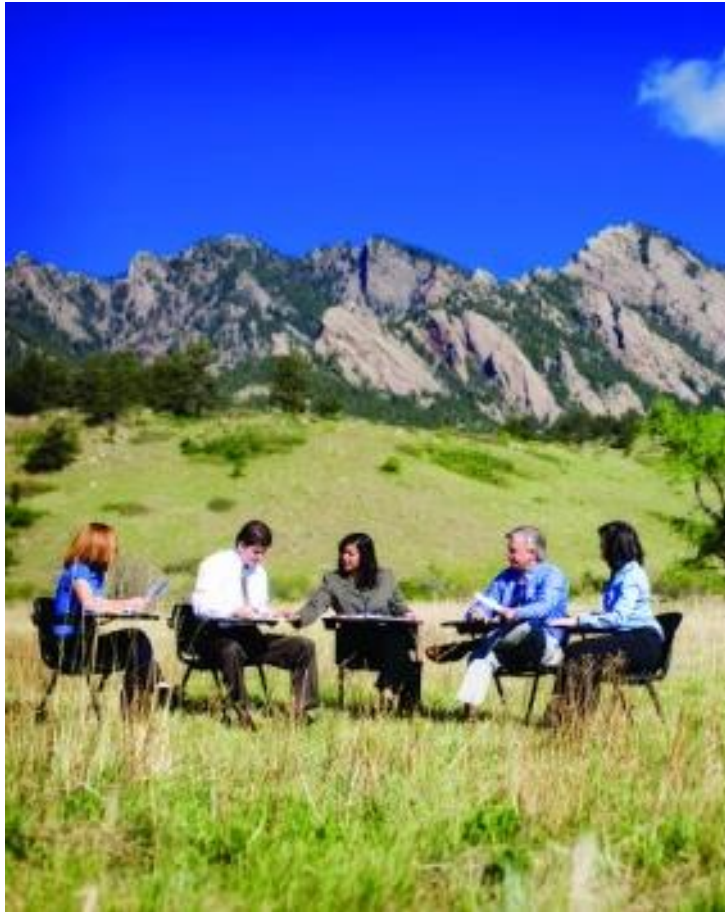
What improves group dynamics?

What is two-way communication?

How Culture plays a part?



Tips for Effective Meetings



- Be prepared as a group
- Start and end on time
- Have the information needed to make decisions
- Make sure you are not missing someone who is critical to the discussion
- Follow a meeting agenda



Serving on Groups That Make Decisions



Improve Group Dynamics



Internal group strategies can include:

- Have members get to know one another
 - Share experiences & opportunities
 - Use “ice breakers”
 - Allow time for cultural connections
- An orientation for new members
- A refresher for all current members
- Provide training & mentorship
- Give group’s background information & history
- Consider and utilize multiple methods for engagement



Serving on Groups That Make Decisions





Alone we can
do so little;
together we
can do so
much.

-Helen Keller



Serving on Groups That Make Decisions



Two-Way Communication



External strategies can include:

- Family surveys
- Family centers in the community or school
- Town meetings
- Public listening sessions
- 'Breakfast with the Principal or Policymaker'

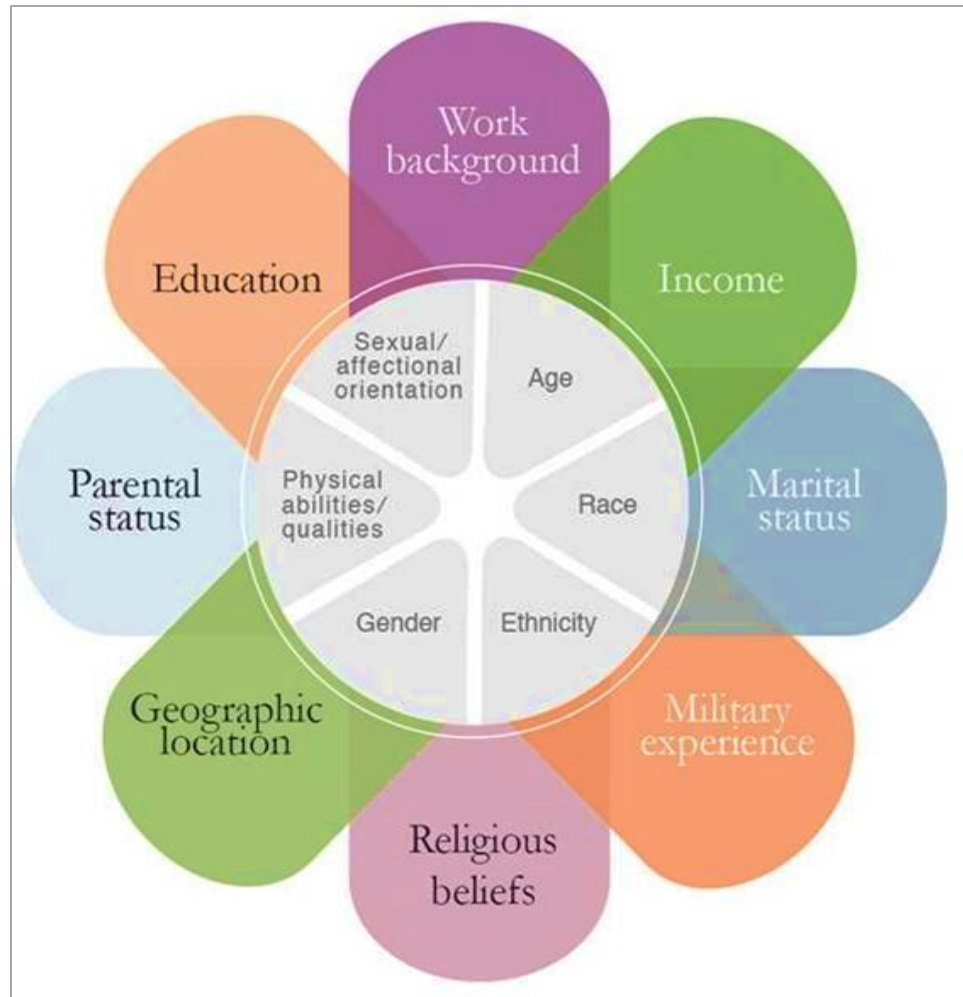


Serving on Groups That Make Decisions



What is culture?

A way of life by a group of people



Equity Alliance at ASU



Serving on Groups That Make Decisions



Culturally Responsive Family Engagement

- Latino Learning Modules “What is Culture?”



<https://www.youtube.com/watch?v=15jdTQlr7j4>



Serving on Groups That Make Decisions



Cultural Competency & Cultural Humility

Cultural Competency

can include:

- mandates
- laws
- rules
- policies
- standards
- practices
- attitudes

Cultural Humility

is a process and a lifelong commitment to self-evaluation and critique to improve relationships and outcomes.



Serving on Groups That Make Decisions



Understand Cultural Norms



- Keep learning about the unique cultural values and beliefs of all members
- Recognize and honor racial and ethnic variations
- Provide trained interpreters
- Limit the use of jargon
- Encourage members to mentor one another
- Utilize cultural liaisons



Serving on Groups That Make Decisions



Resources – 5. Tips & Strategies for Groups

- **10 Tips for Conducting Effective Meetings**

<https://getlighthouse.com/blog/tips-conducting-effective-meetings/>

- **How to Run Effective Virtual Meetings**

<https://www.mindtools.com/pages/article/running-effective-virtual-meetings.htm>

- **10 Conversations Leaders Use to Move Results Forward** (Annie E. Casey Foundation Video 6:00)
<https://www.youtube.com/watch?v=JfHfKok9rkY&feature=youtu.be>

- **Leading for Results: High Action – High Alignment** (Video 4:00)

<https://www.youtube.com/watch?v=tegofDI6Jg8&feature=youtu.be>

- **Leading for Results: Creating the Container** (Annie E. Casey Foundation Video 2:43)

[https://www.youtube.com/watch?v=78B-](https://www.youtube.com/watch?v=78B-LUpNrPg&feature=youtu.be)

[LUpNrPg&feature=youtu.be](https://www.youtube.com/watch?v=78B-LUpNrPg&feature=youtu.be)

- **Facilitating Groups to Drive Change**

<https://www.imd.org/search/searchresults/?Term=facilitating%20groups%20to%20drive%20change>

Resources – 5. Tips & Strategies for Groups

- **Effective Meeting Participation for Family Advisors**

<https://cshcn.org/pdf/family-advisors-effective-meeting-participation.pdf>

- **Meetings: How Should I Participate?** (Video 2:25)

<https://www.youtube.com/watch?v=H2legZRo2sw>

- **Attending Meetings: Making an Effective Meeting Contribution** (Video 10:43)

<https://www.youtube.com/watch?v=VPhN3R4kOIY>

- **10 Effective Meeting Icebreakers**

<https://www.smartmeetings.com/tips-tools/96478/10-engaging-meeting-icebreakers>

- **Interactive Group Activities for Special Ed. Advisory Committee Meetings**

<http://www.mnseacinfo.org/pdf/InteractivegroupactivitiesforSEACmeetings.pdf>

- **Leading by Convening**

<https://servingongroups.org/leading-by-convening>

Resources – 5. Tips & Strategies for Groups

- **Template for a Great Board Orientation**
<https://blog.joangarry.com/board-orientation-template/>
- **National Center for Family & Community Connections with Schools**
<https://sedl.org/connections/>
- **What is Culture?** (Video 1:39-3:26)
<https://www.youtube.com/watch?v=15jdTQlr7j4>
- **A Fresh Look at Diversity and Boards**
<https://blueavocado.org/board-of-directors/a-fresh-look-at-diversity-and-boards/?highlight=Diversity%20and%20the%20Nonprofit%20Ecosystem>
- **Community Development: Strategies that Serve**
<https://blueavocado.org/leadership-and-management/community-development-strategies-that-serve/>

Where to Go From Here?

6. Understanding Data as Information – 10/28/2021

7. The Role of Families on Groups – 11/4/2021

8. Skills for Serving on Groups – 11/4/2021

Register: <http://wifacets.org/events>

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Thank you!

Please remember to complete the evaluation!



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