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

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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
Section 4: Tools Groups Use

What are helpful tools groups use?
• Meeting Facilitator/Leader
• Ground Rules
• Agenda
• Meeting Minutes
• Written Guidance
• Open & Closed Sessions

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

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?

Written Guidance

Helps individuals interact with the group
- May include:
  - Bylaws
  - Policies
  - Procedures & Protocols
  - Compacts

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
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

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**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

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

- Helen Keller
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’

What is culture?
A way of life by a group of people

Culturally Responsive Family Engagement
- Latino Learning Modules “What is Culture?”

https://www.youtube.com/watch?v=13jdTQr7I4
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.

Understanding 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

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
- 10 Conversations Leaders Use to Move Results Forward
  Annie E. Casey Foundation Video 6:00
  https://www.youtube.com/watch?v=78B-LUpKn55g&feature=youtu.be
- Leading for Results: High Action – High Alignment (Video 4:00)
  https://www.youtube.com/watch?v=78B-LUpKn55g&feature=youtu.be
- Leading for Results: Creating the Container
  Annie E. Casey Foundation Video 2:43
  https://www.youtube.com/watch?v=78B-LUpKn55g&feature=youtu.be
- Facilitating Groups to Drive Change
  https://www.imd.org/search/search-results/?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=H2la92Ro2gw
- Attending Meetings: Making an Effective Meeting Contribution (Video 10:43)
  https://www.youtube.com/watch?v=VPhN3R4kOlY
- 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.maineac.info/pdf/interactivegroupactivitiesforSEACmeetings.pdf
- Leading by Convening
  http://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 - from 1:39-3:26)
  https://www.youtube.com/watch?v=15jdTQIr7j4
- A Fresh Look at Diversity and Boards
- Community Development: Strategies that Serve
  https://blueavocado.org/leadership-and-management/community-development-strategies-that-serve/

Where to Go From Here?
1 – 5. Contact Lori Karcher for recordings & handouts: lkarcher@wifacets.org

6. Understanding Data as Information – 10/27/22
7. The Role of Families on Groups – 11/3/22

Register: http://wifacets.org/events
Thank you!
Please complete the evaluation!

https://www.surveymonkey.com/r/DW5GDXB/