

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

**October 20, 2022**

Presented by:  
*Jan Serak*

**WI FACETS 877-374-0511**

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### Agenda

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



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### Serving on Groups Overview

- Developed due to an identified need
- Collaborative effort by stakeholders
- Audience – parents, educators, students, others
- [www.servingongroups.org](http://www.servingongroups.org)



**SERVING ON GROUPS**

THAT MAKE DECISIONS: A GUIDE FOR PARENTS  
A practical, in-depth resource for parents to make a difference in their children's lives by serving on a school governing group. The resource includes information on how to get started, what to expect, and how to make the most of your experience.

Guidesbook Modules

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## Section 4: Tools Groups Use

What are helpful tools groups use?

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



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## 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

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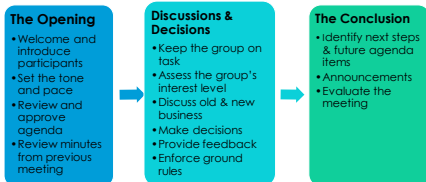
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## Agenda

A roadmap for the meeting

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



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## 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!




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## 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?




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## Written Guidance

Helps individuals interact with the group

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



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

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## 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




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## 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




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## 4 Reasons for Zoom Fatigue

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




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Resources – 4. Tools Groups Use

- **How to Facilitate Your First Meeting** (Video 6:07)  
<https://www.youtube.com/watch?v=oPZIQ-Mhwq0>
- **How to Write Minutes**  
<https://www.wildapricot.com/blog/how-to-write-meeting-minutes>
- **How to Write a Good Board Report**  
<https://blog.ioangarry.com/board-report-template/>
- **How to Run a Virtual Meeting** (Video 5:07)  
<https://www.youtube.com/watch?v=NPVTLroz2Ck>
- **Mind Tools (Problem solving, decision making, creativity)**  
[http://www.mindtools.com/pages/article/newTMC\\_00.htm](http://www.mindtools.com/pages/article/newTMC_00.htm)
- **Meeting Ground Rules** (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>




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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>
- **Nonprofit Bylaws (Templates)**  
<https://form1023.org/how-to-draft-nonprofit-bylaws-with-examples>
- **Wisconsin Open Meetings Law - Statute 19.81**  
<https://docs.legis.wisconsin.gov/statutes/statutes/19/V/81>
- **Why You Should Put Policies and Procedures in Writing**  
<https://tinyurl.com/3rspszck>
- **Wisconsin Open Meetings Law - Summary 19.81**  
<http://wcrpc.org/WI%20Open%20Meetings%20Law%20Summary.pdf>
- **Sample Policies & Forms**  
<https://ncltb.org/sample-policies-forms/>
- **How to Write Policies and Procedures (template)**  
<https://www.powerdms.com/policy-learning-center/how-to-write-policies-and-procedures>




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Section 5:  
Tips & Strategies for Groups

What makes effective meetings?  
What improves group dynamics?  
What is two-way communication?  
How Culture plays a part?




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### 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

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## 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'




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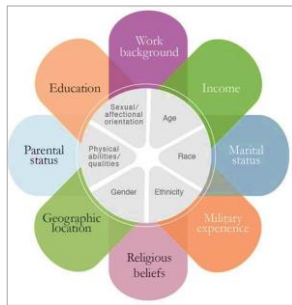
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## What is culture?

A way of life by a group of people




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## Culturally Responsive Family Engagement

- Latino Learning Modules "What is Culture?"



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




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### 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.




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### 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




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### 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/newstg1001/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=tegoFDL6Jg8&feature=youtu.be>
- **Leading for Results: Creating the Container** (Annie E. Casey Foundation Video 2:43)  
<https://www.youtube.com/watch?v=78B:LUoNrpq&feature=youtu.be>
- **Facilitating Groups to Drive Change**  
<https://www.imd.org/search/search-results/?Term=facilitating%20groups%20to%20drive%20change>

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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>

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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://sedj.org/connections/>
- **What is Culture?**  
(Video - from 1:39-3:26)  
<https://www.youtube.com/watch?v=15jdtQlr7i4>
- **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/>

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Where to Go From Here?

1 – 5. Contact Lori Karcher for recordings & handouts: [lkarcher@wifacets.org](mailto:lkarcher@wifacets.org)

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6. Understanding Data as Information – 10/27/22

7. The Role of Families on Groups – 11/3/22

8. Skills for Serving on Groups – 11/3/22

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

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**Engaging & Supporting Families through Groups & Networks**

The Statewide Family Engagement Community of Practice and Learning is excited to offer this **FREE** 4-part workshop series!

Using the Serving on Groups curriculum participants will:

- learn how to form a group, identify a purpose and structures to ensure the group works well together.
- assess and grow their own personal strengths, knowledge, and skills for effective participation and leadership within group.
- create a plan that will engage and support families in their school and community.

**Wednesdays from 6:00-8:00 pm via Zoom**  
 February 9th / February 22nd / March 8th / March 22nd

**Audience:** Families of a child with an IEP. Educators welcomed too!

This learning opportunity is for YOU if:

- You want to offer opportunities for families to network with one another.
- You know families who want to form a special education advisory group.
- You want to take a more active part in decision-making processes in your child's school district or community.

Register at: [Engaging & Supporting Families Workshop Series](#)

For more information please contact Cheri Syla at [csylla@cesa1.k12.wi.us](mailto:csylla@cesa1.k12.wi.us).

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**Thank you!**  
 Please complete the evaluation!

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

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