The Parent Leadership Development Training is funded by The New Jersey Department of Children and Families’ (DCF) Division of Family and Community Partnerships (FCP) Race to the Top–Early Learning Challenge Grant (RTT-ELC)
Meet the Presenters

Dianne Malley
Michele Tyler
Monique Dujue Wilson
Kasey Dudley
Tatsiana DaGrosa
Debbie Esposito
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 14th</td>
<td>Opportunities to Get Involved and Types of Groups</td>
</tr>
<tr>
<td>August 11th</td>
<td>Processes and Tools Groups Use</td>
</tr>
<tr>
<td>September 8th</td>
<td>How to Use Data on a Decision Making Group</td>
</tr>
<tr>
<td>September 29th</td>
<td>Overview of Serving on Groups in <strong>Spanish</strong></td>
</tr>
<tr>
<td>October 13th</td>
<td>Roles of Families and Skills for Serving on Groups</td>
</tr>
</tbody>
</table>

For more information contact SPAN:
973-642-8100 ext. 123 or start@spannj.org
Overview of Serving on Groups

- Developed due to an identified need
- Collaborative effort by stakeholders

Audience
- Family Members
- Students
- Educators
- Groups
- Community Members
- Administrators
Objectives

- Learn about the principles that guide group practices and the processes groups use.
- Become familiar with tools groups use.
- Gain strategies to help you confidently and actively participate in a decision-making group.
Who is on the webinar?
Processes Groups Use

Questions

• What are the principles that guide group practices?
• What are important processes groups use?
Guiding Principles of Shared Decision-Making

- Equal Partners
- Collaboration
- Shared Responsibility
- Representation
- Shared Vision
- Information Sharing
- Producing Results

Serving on Groups That Make Decisions

Shared Decision Making
Guiding Principles

Example

IFSP/IEP meeting

Equal Partners
All ideas, concerns, and questions are heard and are valued.

Representation
Anyone working with the child or representing the child’s best interest is present.

Shared Vision
All want the child to be healthy, happy, and successful.

Collaboration
Everyone works together to come up with a plan.

Shared Responsibility
Everyone does their part to support the child’s learning at school, home, and in the community.

Information Sharing
The same information is given to all so all are able to make a well-informed decision.

Producing Results
Child makes progress.
Type in the Chat Box

Have you been involved in shared decision making?

What made it successful?

What was challenging?
Helpful Reminders:

Start with the end in mind
- Focus on Outcomes

Work towards positive results
- 👍 = Celebrate and publicize the success
- 👎 = Go back and make adjustments
Processes Groups Use

1. Information Gathering
2. Goal Setting
3. Planning
4. Collaboration
5. Evaluation
6. Reaching Agreement
1. Information Gathering

- Brainstorming
  - Ideas

- Data
  - Numbers
  - Facts

- Focus Group
  - Perspectives
  - Stories

Prioritize Issues
2. Goal Setting

What does the group wants to see happen?

Helpful Tools to Set Direction

- Vision Statement
- Mission Statement
- S.M.A.R.T. Goals
  - Specific
  - Measurable
  - Attainable
  - Realistic
  - Timely
3. Planning

Who will do what, by when and in what order?

Helpful Tools to Reach Goals

- Action Plan
  - Logic Models
  - Schedules
  - Strategy Charts
Logic Model Example

Example
Every day logic model – Family Vacation

- Family Members
- Budget
- Car
- Camping Equipment

- Drive to state park
- Set up camp
- Cook, play, talk, laugh, hike

Family members learn about each other; family has a good time; family bonds
Logic Model Example
4. Collaboration

Members working together toward a common goal.

Helpful Tools:

- Agreed Upon Expectations
- On-going Communication and Networking
- Neutral Facilitator
- Meaningful Activities
- Focused Training and Technical Assistance
4. Collaboration

If you want to go fast, go alone; if you want to go far, go together.

– African Proverb
Type in the Chat Box

Question: What is an experience you’ve had that illustrates the message in this proverb?
4. Collaboration

Benefits

- More Involvement
- Better Relationships
- Greater Commitment
- Better Communication
5. Evaluation

- New information is compared to previously collected information
- Helpful Types of Evaluation

- Monitor Progress
- Measure Final Results

FORMATIVE SUMMATIVE

When the Chef Tastes the Soup
When the Guests Taste the Soup

From Steve Wheeler's Blog “The AEL Truth About Assessment”
6. Process for Reaching Agreement

Voting
- Robert’s Rules of Order
  - A structured process
  - Making and Passing Motions

Consensus
- Discussion continues until all mutually agree
- Every member shares
- Key is compromise
Tips to Help YOU Personally be Effective

- Organize your information
- Keep in mind the group’s goals
- List priorities
- Keep track of where others stand on decisions
- Ask the leader to explain member roles
- Take notes
- Write down the results of your activities
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 is able to 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
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
Type in the chat box strategies you personally have used to make your meetings more productive.
[Enter a question for staff]
Section 3 Resources

The Official Robert’s Rules of Order website
http://www.robertsrules.com/

Understanding Group Processes
http://leadership.uoregon.edu/resources/exercises_tips/skills/understanding_group_process

Creating Agreement: Educators and Parents Working Together (WI DPI)
http://dpi.state.wi.us/sped/agreement.html

Logic Models
http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html

Vision Statements
http://mystrategicplan.com/resources/topic/vision-statements/

Mission Statements
http://www.missionstatements.com/
Section 4 Resources

Taking Good Meeting Notes
http://www.effectivemeetings.com/meetingbasics/minutes.asp

Mind Tools On-line training articles on problem solving, decision making, and practical creativity
http://www.mindtools.com/pages/article/newTMC_00.htm

Wisconsin’s Open Meeting Laws

Policies and Procedures
Time for questions
[Use hands for unmuting!]

Your Participation

- Please continue to submit your text questions and comments using the Questions panel.

- Please raise your hand to be unmuted for verbal questions.
Resources


- **START Project Up Coming Events Page**: Check here for upcoming events and links to register for trainings [http://tinyurl.com/start-upcomingevents](http://tinyurl.com/start-upcomingevents)

- **CCYC Parent Leadership Development Training**: [http://tinyurl.com/CCYC-Capacity-Building](http://tinyurl.com/CCYC-Capacity-Building)

- **SPAN**: Statewide Parent Advocacy Network, your 1st Stop for information and resources. For individual assistance, please call 800-654-7726. [http://www.spanadvocacy.org/](http://www.spanadvocacy.org/)
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 14th</td>
<td>Opportunities to Get Involved and Types of Groups</td>
</tr>
<tr>
<td>August 11th</td>
<td>Processes and Tools Groups Use</td>
</tr>
<tr>
<td>September 8th</td>
<td>How to Use Data on a Decision Making Group</td>
</tr>
<tr>
<td>September 29th</td>
<td>Overview of Serving on Groups in <strong>Spanish</strong></td>
</tr>
<tr>
<td>October 13th</td>
<td>Roles of Families and Skills for Serving on Groups</td>
</tr>
</tbody>
</table>

For more information contact SPAN:

973-642-8100 ext. 123 or start@spannj.org
Thank You

Website: [http://www.spanadvocacy.org/content/start-project/](http://www.spanadvocacy.org/content/start-project/)

For more information contact us at:
Dianne Malley, START Project Director
856-397-5294
dmalley@spannj.org