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| Steps | Questions to Consider | Our Model |
| 1. Review the history | * Where are we now with our district SEPAG?
* What avenues are there for parent involvement?
* Are there any parent groups currently?
* What has been tried in the past?
* What has been successful?
* What do we want to change?
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| 2. Clarify the function | * What will be the function of the district group?
* How will input be attained?
* From whom will input be sought?
* Who will input go to?
* What will be done with the input?
* How will it be documented?
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| 3. Discuss the operational structure | * + What will be the structure of the group?
* Are by-laws needed?
* Will there be leadership roles?
* How will this group link with other groups, committees and boards?
* How often will the group meet?
* Will meetings to be open to the public?
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| Steps | Questions to Consider | Our Model |
| 4. Define the membership | * + What will be the make up of the group?
* How will members be recruited?
* How will outreach be conducted to ensure that the parent group is representative of the community?
* Will there be terms of office?
* What supports will be provided to members?
* What roles and responsibilities will members have?
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| 5. Set goals and priorities | * + How will goals and priorities be set?
* How will you determine the issues to be addressed?
* Will goals be set annually?
* How will you document success?
* How and with whom will this information be shared?
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| 6. Secure resources and supports | * + What supports must be in place to make the SEPAG run effectively?
* What administrative supports will Special Services provide to the group?
* Who will take minutes of the meetings, prepare agendas and secure meeting space?
* What supports will the district provide to the group?
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