

MEETING REVIEW

At the end of every meeting, the group should spend five minutes listing what went well during the meeting. On a separate sheet of chart paper, list what you could improve next time. Be sure to keep the ideas for improvement to help in planning your next meeting.

<div><div><div>+</div></div><div>(Good Points)</div></div>	<div><div><div>Δ</div></div><div>(Delta = Changes Needed; Things to Improve)</div></div>

SCC Observer Checklist: School Community Council Meeting

School Name _____ Observer Name _____

This form is to be used to provide feedback to the Principal and the SCC on the progress of community involvement, opportunity for input, collaboration and a focus on student achievement.

School Community Council meetings: During this period, School Community Councils should be engaged in reviewing community input and drafting the academic and financial plan for the school year. The meeting should be run by the SCC Chairperson and there should be operating rules (e.g., Bylaws) in place and enforced. There should be ample opportunity for all SCC members to participate.

Observers: Please attend the meeting and then have a conversation with the principal about the issues below.

Please comment on the following:

Representation: Approximately how many SCC members are present? Are the various constituencies in attendance (parents, staff members, students, community members)?

Substance: Is the discussion focused on the academic and financial plan priorities? Is student achievement serving as a primary basis for discussion? Did the meeting produce desirable outcomes (e.g., decisions, clarification of future direction)?

Opportunities for input: Is it clear (from the agenda or other sources) what the purpose of the meeting is? Is an effort made to have everyone's opinions heard and recorded?

Issues Related to SCC Meetings

How could your School Community Council accommodate the schedules of busy parents and teachers?

- Poll people for the best meeting time. Whenever the most people could make it can become the new scheduled time.
- SCC meetings may be most successful at either 6:30pm or 7:00pm, so that working parents have a chance to participate. Also, it is important to make an effort to post the date, time, and place of the meetings in advance of the six day requirement so that people can make arrangements to attend.
- Manage time effectively by posting agendas so people know what to expect. Develop a SCC parent website on the school's website to foster communication about meeting ideas.
- Coordinate meeting times of the PTA/PTSA, SCC and other committees into a potluck dinner on a consistent day, time, and place each month.
- Regular, timely notices sent by email, (regular) mail, and personal contact will help to notify parents about meetings.
- Provide supervised child care and refreshments.
- Schedule group or committee meetings on weekends to get the most involvement.
- Run an efficient meeting that keeps everyone on track so that time is used effectively.

How could your School Community Council reach and involve parents, including underrepresented groups?

- Invite the adult education classes to community meetings, if they are held on campus during the day or evenings.
- Develop a Parent Involvement Program (PIP) that provides incentives for parents to become more involved.
- Hold meetings after student performances or sports events/practices so that when parents come to see students perform, they stay for the meetings.
- Have specific groups of parents meet at different times and send a representative to the larger meeting. This lets their voices be heard without having to accommodate everyone at the same meeting.
- Provide parents and children with incentives for attending meetings (i.e., gift certificates, books, door prizes).

- Have teachers encourage parents to attend SCC meetings. It strengthens the relationships between teachers and parents. It also makes parents feel like someone specific is looking forward to seeing them at meetings.
- Encourage parents to participate in the leadership training sessions and encourage them to recruit new parents to become involved.
- Post notices throughout the school. Make efforts to make the meetings a business and social event.
- Mail notices directly to parents who are members of underrepresented groups.
- Communicate the activities of the SCC (minutes of past meetings and schedule times of future meetings) in a monthly newsletter in two languages.
- Coordinate SCC meeting nights with other meetings that tap into a community interest, such as a speaker from the Fire or Police Department about safety, and the adult education classes.
- Request that the PTA/PTSA help in presenting information about each of the candidates running for the SCC for all interested parties. Try to meet with parents of incoming students new to the school, to encourage them to be involved in next year's SCC.
- Use phone trees to remind families of important upcoming events.
- Have parent facilitators encourage parents in underrepresented groups to become involved in the SCC.
- Share the results of the meetings and planning process to let parents and community know that their voices are being heard and taken seriously. With the knowledge that what parents say has an impact, then parents are more likely to come to meetings.
- Have students make invitations for their parents during school or during the after-school program.
- Avoid using educational jargon in all messages out to parents. Also allow time for meaningful discussions that are easy to understand.

How could your School Community Council hold discussions and make decisions so that everyone feels his/her voice has been heard?

- Put topics for discussion on the agenda for two or more consecutive meetings so that members have time to talk to others before decisions are made.
- Make major decisions with the use of surveys to identify priorities. Make further decisions by plotting the priorities and using a process to apply points according to specific criteria.

- The SCC involves much dialogue and collaboration. In situations where there are large SCCs or during the School Community meetings, break up into smaller groups so “voices are heard” in a less threatening arena. Feedback is then shared with the larger group.
- Survey parents and ask them to share 3 things they like about the school and 3 things they think could use improvement. Go over school-wide survey results to study concerns of all parents and try to incorporate that into our planning process and plans.
- Explain the budget to all staff at faculty meetings to get their input.
- Ask each person on the council to take a minute to comment on the agenda items as they are discussed.
- Have teachers send out personal reminders for meetings.
- Require that all data be presented in a written format and be sure that members are asked for input and questions before issues come to a vote.
- In addition to posting meeting times in advance and sending notices home to parents, present SCC reports at staff/faculty meetings.
- Follow a decision making strategy during meetings and always make sure there is discussion before a vote.
- Poll each SCC member for feedback. When there are contentious issues or disagreements, take the time to make sure each member fully understands all of the issues at hand.

How could your School Community Council get input from and “get the word out” to your larger school community?

- Have SCC members get input from other organizations/committees (PTA, Teacher Committees, and Community) and report back to the organizations/ committees about SCC news, decisions and events.
- Send weekly newsletters to the school community. Have many community meetings and activities as well as surveys for parents and staff.
- Give the students special stickers on the days of special meetings or events.
- Get input by talking with parents and teachers to make sure their concerns are on the SCC meeting agendas.
- Send out agendas in colored paper in advance of the meetings to get the attention of the parents.
- Give a gift, such as a book, bookmarks, school logo item, or student created item to each attendee at meetings.

- Publish all meeting dates in the school calendar for our parents, business partners, and other members of our community.
- Use “room mothers” and other classroom parents to get the word out to other parents and community members.
- Publish meeting dates on the web as well as in weekly bulletins.
- Post meeting notices on the administration building front door.
- Write articles about school activities for submittal to the neighborhood newspaper.
- Teachers keep a log during parent/family/teacher conferences of major school issues that parents bring up during those meetings to bring to the SCC as family input.
- Get email addresses for members of the school community so that email can be used as one of method of communication.
- Combine SCC input activities with Literacy, Curriculum, Science Fair Nights, and manage “SCC centers” through which parents rotate. The SCC center” provides an opportunity for parents to provide input to the SCC.