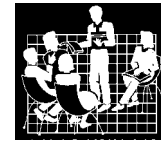


Roles and Responsibilities



BEFORE Building Meeting	DURING Building Meeting	AFTER Building Meeting
<ul style="list-style-type: none">• talk to other parents• review notes from previous meeting• read• do any assignments• involve more parents• discovering parents topic of interest• define expectations• familiarize self with school• put ideas on agenda• # of facilitator• help find and connect us to community resources	<ul style="list-style-type: none">• input• notes• comfort zone• introduction• inclusion!• encourage comfort in sharing ideas RGD-TEAMS etc.• contribute with confidence• give input on how to implement decisions in community• reflect the ideas and values of the community• act as parental review for video, topics, etc.• help find and connect us to community resources	<ul style="list-style-type: none">• talk to other parents• development (i.e., tonights training)• ask yourself questions regarding SILT meetings from parent perspective• availability to other parents• reflective time• support decisions made by an advocate for public education in the community• help find and connect us to community resources

Roles and Responsibilities



STAFF

BEFORE Building Meeting

- come prepared on time
- gather team input
- come
- involvement in issues
- review meeting outline in advance-thoughtfulness
- brainstorming
- bring issue to the table

DURING Building Meeting

- listen
- give opinions – don't block
- state feelings not positions
- respect all ideas presented
- put common good of school above personal gain
- stay on task
- relate topics to children and educational purposes
- comfort zone
- clear terminology
- when making decision involve those that it effects
- long winded – get to the point
- help with inclusion of parent/atmosphere
- professionalism

AFTER Building Meeting

- debrief
- reflect - thoughtfulness
- share
- prepare for next meeting
- support decisions made

Roles and Responsibilities



BEFORE Building Meeting	DURING Building Meeting	AFTER Building Meeting
<ul style="list-style-type: none">• preparation• advance notification of topic• P.R.• cheerleader• focus• comfort – food etc,...• prepare agenda with coordinators• know topic• be prepared to inform discussion• encourage team discussion before meeting• meet with coordinators and key committee members• set the stage for a successful meeting• create a comfortable environment	<ul style="list-style-type: none">• guide the meeting<ul style="list-style-type: none">- on task- closure – set tasks for next meeting- inclusion• minutes• setting the pace• setting the atmosphere• timeliness!• summarize, paraphrase• provide opportunity for all to contribute• honor input of all contributors• distribute responsibility• listen• know jargon• be responsive to group/meeting (flexible)• create a comfortable environment	<ul style="list-style-type: none">• closure – getting notes out• evaluation – by all• future prep.• debrief and reflect with coordinators• follow through• support• thank-you's• create a comfortable environment