



FACILITATING 101

**TUSD Facilitator Training
Thursday, November 17, 2011
Dr. Abel Morado & Kathy Koppy**

THE BASICS

- School Council is a school community based body that comes together to make recommendations that are the best for the overall school and support high student achievement.
 - The school community consists of:
 - Teachers
 - Classified staff
 - Parents
 - Administrators
 - Students (HS)
 - Community members



ELECTIONS

- All members of a school council should be elected per their constituent groups.
 - The facilitator and administrator of your school council should have transparent, efficient election protocols established.
 - The facilitator and administrator are responsible to ensure that elections are held in accordance with your school council's constitution and by-laws



ELECTIONS CONTINUED...

- Elections can be done through mailings or in person.
- Community members may be a challenge to find to serve on your council, but they are important to have serve so that they can be the voice for your school's community.
 - Consider contacting neighborhood associations
 - If you have a surplus of parent candidates – any who live in the neighborhood can be community members.



ELECTION BOTTOM LINE!

- Elections are essential and it is your job as facilitator to make sure that they happen!



BEFORE THE MEETING CAME AN AGENDA.

- Agendas are official documents that serve to give notice for items under consideration. Construct agendas in conjunction with school council administrator.
- Agendas are used to structure and guide meetings.
- Agendas must be posted 24 hours or more before a meeting (Open Meeting Law).
- Establish a deadline for council members to add items to the agenda in order to meet your posting date.
- Consider these sections in your agenda:
 - Call to Audience
 - Committee reports
 - Principal's report
 - Action and discussion items
- For each section, allot a specific amount of time. Adhere to those times.



FINAL WORD ON AGENDA'S

- Good school councils share agendas through multiple formats including:
 - Physical postings in high-traffic areas on campus and around community
 - As attachments to school email listservs



MEETINGS

- Establish norms for the smooth functioning of your site council early in the year.
 - Robert's Rules of Order is a helpful guide in structuring meetings and maintaining orderly and efficient conduct.
- Follow the agenda.
- The facilitator has significant management during the meeting:
 - Adhering to the agenda and prescribed time limits
 - Maintaining an orderly and courteous environment to ensure equal voice to all constituents



RECORD KEEPING

- Open Meeting Law requires official minutes to be taken at every meeting.
- Unofficial minutes should be available within 3 days of the meeting.
- Minutes will be officially approved at the following meeting.
- Consider sending out electronic versions of your minutes to your faculty and staff to keep them informed.
- Minutes can be taken by an elected secretary, a volunteer or a position with a small stipend (see your administrator).



UNRULY MEMBERS

- All members of school councils are expected to behave in an orderly and courteous fashion.
- The facilitator is responsible for monitoring and redirecting behavior to ensure the smooth function of your meeting.
- Consider a close review of Robert's Rules for guidelines in how to handle confrontations.
- If confrontations arise:
 - Review group-identified norms for behavior
 - Take directive action according to Robert's Rules as necessary



BY-LAWS

- Each council should review its constitution and by-laws yearly. Make sure that you have by-laws in place. Areas to include:
 - Election process
 - Membership and attendance
 - School focus
 - Council goals
 - Committee procedures
 - Any other relevant items to your school
- If you need sample constitutions and by-laws as you create yours, contact the School Council Office



SUMMARY

- Oversee elections and the election process.
- Create and post agendas
- Run meetings that follow the agenda.
- Keep meetings focused, positive, and productive.
- Maintain and make available records of all meetings.
- Maintain by-laws

