

First meetings:

- Give members the opportunity to introduce themselves and briefly describe what they hope to contribute to the team

- Ensure that the purpose/responsibilities of the team are clear

School improvement plan – data – found in Action Plan for Family Engagement/Parent Involvement for Reading and Math Strategies & Activities sections and Stakeholder Involvement section

- Ensure that each member understands his/her role on the team  
Recorder, facilitator,...

- Ensure that members are aware of how the team will function (Are decisions made by consensus or majority vote? How much discussion will be allowed before vote is taken? How can ideas be submitted for discussion? Who will take minutes? how do they get distributed...)

- Ensure that the meetings are meaningful and that the time is used wisely – guided by an agenda

- Letter to thank participating members once the work is done

Tips:

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