



## Creating an Engaging Environment

Your goal is to create an environment of **engagement**, **reflection**, and **collaboration** for your advisory board. The advisory board meeting is a place to model Parthenon “foundation practices” that build local buy-in and sustainability. Below you will find some planning tips for creating an environment in which members engage in true collaboration and offer their best thinking and participation.

Advisory Board – Planning for Engagement	
<p><b>Meet in a convenient location:</b></p> <ul style="list-style-type: none"> <li>- Choose a comfortable space that can accommodate tables set-up for “round robin” group discussion;</li> <li>- Arrange tables in a Square or U-shape so that all members are facing one another.</li> </ul>	<p><b>Our Meeting Space:</b></p>
<p><b>Create a welcoming environment:</b> Provide refreshments if the time of day makes it appropriate; at least provide beverages.</p>	<p><b>Who will get and prepare refreshments?</b></p>
<p><b>Set up space ahead of meeting time:</b></p> <ul style="list-style-type: none"> <li>- Have a sign in sheet and name tags available for participants.</li> <li>- If needed, newsprint, markers, video equipment, etc. all set-up ahead of time so that you can greet guests.</li> <li>- Greet participants warmly, and introduce yourself as the convener.</li> </ul>	<p><b>Additional notes for set up:</b></p>
<p><b>Plan the agenda in advance.</b> <i>See: <a href="#">Sample Advisory Board Agenda</a></i></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>- Who will be present;</li> <li>- What they need to know;</li> <li>- What you want them to share; and</li> <li>- Goals for the meeting.</li> </ul>	<p><b>Goals for meeting.</b> Participants who attend this meeting will:</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>
<p><b>Get to know one another:</b> Provide people with an opportunity to get to know who is in the room, what part of the community they represent, and how they relate to the needs of children and families.</p>	<p><b>Introduction Activity:</b></p>
<p><b>Level the playing field with information:</b></p> <ul style="list-style-type: none"> <li>- What is a community school?</li> <li>- What is the role of the advisory board?</li> <li>- What will board members get from their involvement?</li> <li>- What do they need to fully participate?</li> </ul>	<p><b>Tools you need to communicate important information:</b> <i>i.e. Federation Video, Parthenon explanation</i></p>
<p><b>Manage agenda items to practice group decision making:</b></p> <ul style="list-style-type: none"> <li>- What decision making process will you use as a group to allow everyone’s input?</li> <li>- Which decision will be made by the group? The school?</li> <li>- When / where would group members like to meet?</li> </ul>	<p><b>How will we prepare for this discussion? What tools do we need?</b></p>



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Tips for Effective Meetings	Planning
<b>Start on time / End on Time</b> Model respect for group members' time by starting and ending the meeting on time (Ground rule?)	<b>Meeting Hours:</b>
<b>Facilitate (additional) group-generated group norms to help create ownership and safety for participation.</b>	<b>How will get the group to create meeting ground rules?</b>
<b>Manage meeting time</b> Consider asking group member(s) to serve as time keepers. Discuss how the meeting time can be divided up on the agenda.	<b>Time Keeper:</b>
<b>Keep records of who is present, topics discussed, important issues raised, decisions made, and follow-up planned.</b> Select a simple format so members can easily take minutes. See attached: <a href="#"><u>Sample Minutes Format</u></a> .	<b>Minutes format:</b>
<b>Structure agenda items to provide opportunities for members to generate data (information) and make decisions</b>	<b>Topics to be discussed:</b>
<b>Model evaluation and "reflection"</b> Save 10 minutes at the end of each meeting to evaluate the content and process of the meeting. Get group members feedback on their reactions and participation.	<b>How will we lead meeting reflection:</b>



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## Sample Minutes Format

AGENDA/ MEETING NOTES		Page _____	Date _____
Item for Decision or Action:			
Concerns/Questions:		Time: _____	
Decision(s):		Presenter:	
Follow-up:		_____	
Item for Decision or Action:			
Concerns/Questions:		Time: _____	
Decision(s):		Presenter:	
Follow-up:		_____	

*Photocopy as needed*