



Parent Advisory Council

Meeting Norms & Evaluation Structure



MEETING NORMS:

- Meeting norms are a set of rules or guidelines that a group establishes to shape the interaction of group members with each other and with employees who are external to the team.
- Meeting norms can be developed during an early meeting. More norms can be added as the group sees the need for additional guidelines.
- Once developed, meeting norms are used to guide group member behavior. Norms are used to assess how well team members are interacting. Norms enable members to call each other out on any behavior that is dysfunctional or that is negatively impacting the success of the group.
- Norms must fit the group. Not every group would feel comfortable with the same set of rules, which is why each group must create its own rules.

Examples:

- Treat each other with dignity and respect.
- One person speaks at a time.
- Topics outside the agenda will be documented and tabled for a later time.
- Transparency: avoid hidden agendas.
- Be genuine with each other about ideas, challenges, and feelings.
- Trust each other. Have confidence that issues discussed will be kept in confidence

Tips:

- Record the group norms agreed upon and include in the agenda.
- Evaluate whether the group is following the norms, at least monthly.
- Periodically determine whether the group needs additional guidelines to make their work together even more effective.
- Your goal is to make sure the norms the group has are the ones it needs for success.

What You Need:

- Flip Chart and Paper or White Board and Markers

EVALUATION STRUCTURE:

- The work of the PACs is to offer opportunities for all families and community members to support academic and social emotional success for all MPS students. This will be done in unique ways that will be determined by the groups themselves. It is important to not only have defined what your goals are but also how you are going to go about it.
- The evaluation is often seen as the last activity of a meeting. Think about designing the questions based on your goals and to keep on track, knowing that your work supports student achievement. Provided is a simple template to get started. There is a space to insert questions that stay the same for each meeting or change based on your agenda.

PAC Meeting Evaluation



Please indicate how much you agree with the following statements by circling your response using the scale provided, where 1 = strongly disagree and 5 = strongly agree.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The meeting purpose and objectives were clearly stated.	1	2	3	4	5
I had an opportunity to take an active part in the conversation.	1	2	3	4	5
We used our meeting time effectively.	1	2	3	4	5
I understand how this meeting will impact student success.	1	2	3	4	5

From Your Perspective.....

- 1.
- 2.
- 3.
- 4.