

GUIDANCE FOR REVIEWING SELF-ASSESSMENT RESULTS DURING A COUNCIL MEETING (TIME NEEDED: 45-50 MINUTES)

1. Before the meeting, the Chair and principal may wish to identify one or two Council strengths and one or two Council challenges based on the Council Self-Assessment.
2. Start with the strengths:
 - a. Ask Council members to respond silently to the following questions: “What practices caused our Council to excel in these areas?” (3 minutes)
 - b. Each Council member shares his or her response with the rest of the Council, while a member of the Council captures the responses on a piece of chart paper, a laptop, or a whiteboard. (10 minutes)
 - c. Try to identify themes in the responses. These are your best practices. Note them and determine how your Council will ensure continued use of the practices in the future. (5 minutes)
3. Focus on the challenges:
 - a. Ask Council members to respond silently to the following questions: “What practices caused our Council to struggle in these areas?” (3 min.)
 - b. Each Council member shares his or her response with the rest of the Council, while a member of the Council captures the responses on a piece of chart paper, a laptop, or a whiteboard. (10 min.)
 - c. Give Council members the chance to ask clarifying questions about any of the responses. (5 min.)
 - d. Try to identify patterns, or themes, in the responses. These are your opportunities for growth.
Brainstorm specific behaviors or actions that may help your Council overcome the challenge.
Note them and identify next steps. (12 min.)

SAMPLE NOTES FROM COUNCIL DISCUSSION

Strength Identified on the Council Assessment	Council Best Practices	Council Next Steps
<i>The Principal Advisory Council establishes standing and ad hoc committees as needed to support the work of the full Council.</i>	<i>Committees are established and meeting dates set at the beginning of the school year. Reminder sent via email one week in advance of the meeting. Additional reminder sent the day before the meeting.</i>	<i>Set the annual committee meeting schedule at the August meeting. Continue to send reminders one week in advance of the meeting. Send the additional reminder two days prior to the meeting instead of one day prior.</i>

Challenge Identified on the Council Assessment	Council Opportunities for Growth	Council Next Steps
<i>The Principal Advisory Council actively seeks input from stakeholders when advising the principal—analyzing feedback to address concerns raised by members of the school community.</i>	<i>Neither the Council website nor meeting notices posted at the school building indicate that all meetings are open to the public and public comment is welcome. Agendas do not include time for public comment.</i>	<i>Post the annual meeting schedule after the August meeting. Include time for public comment on each agenda. Leverage existing parent groups and communications channels to encourage stakeholders to provide public comment prior to making recommendations.</i>