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| Steps | Questions to Consider | Our Model |
| 1. Review the  history | * Where are we now with our district SEPAG? * What avenues are there for parent involvement? * Are there any parent groups currently? * What has been tried in the past? * What has been successful? * What do we want to change? |  |
| 2. Clarify the function | * What will be the function of the district group? * How will input be attained? * From whom will input be sought? * Who will input go to? * What will be done with the input? * How will it be documented? |  |
| 3. Discuss the operational structure | * + What will be the structure of the group? * Are by-laws needed? * Will there be leadership roles? * How will this group link with other groups, committees, and boards? * How often will the group meet? * Will meetings to be open to the public? |  |

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| Steps | Questions to Consider | Our Model |
| 4. Define the membership | * + What will be the make-up of the group? * How will members be recruited? * How will outreach be conducted to ensure that the parent group is representative of the community? * Will there be terms of office? * What supports will be provided to members? * What roles and responsibilities will members have? |  |
| 5. Set goals and priorities | * + How will goals and priorities be set? * How will you determine the issues to be addressed? * Will goals be set annually? * How will you document success? * How and with whom will this information be shared? |  |
| 6. Secure resources and supports | * + What supports must be in place to make the SEPAG run effectively? * What administrative supports will Special Services provide to the group? * Who will take minutes of the meetings, prepare agendas and secure meeting space? * What supports will the district provide to the group? |  |