



FEDERATION FOR CHILDREN  
WITH SPECIAL NEEDS

## SEPAC SUMMER SCHOOL AGENDA – 2022

### Serving on Groups

Week 1 – June 21, 7-8PM

#### **Welcome and Introduction to Serving on Groups**

- Opportunities to Get Involved
- Types of Groups

Homework: Serving on Groups

<https://www.servingongroups.org/>

Week 2 – June 28

#### **Processes and Tools Groups Use**

- Principles that Guide Group Process
- Robert's Rules of Order

Homework: Robert's Rules of Order – the Basics

<https://www.pta.org/docs/default-source/files/training/course-tools/president/english/roberts-rules-of-order-basics>

Week 3 - July 5

#### **Effective Meetings**

- Agenda and Minutes
- Two-way Communication
- Shared Norms/Values

Homework: Establishing Group Norms

<https://www.berea.edu/brushy-fork-institute/establishing-group-norms/>

Week 4 – July 12

#### **Special Presentation – Dual Capacity Framework**

Guest Speaker – Cambria Russell, Director of the MA Statewide Family Engagement Center

Homework: The Dual Capacity-Building Framework for Family-School Partnerships

<https://www.dualcapacity.org/>

Week 5 -July 19

#### **Skills for Serving on Groups**

- Meeting Facilitation
- Collaborative Problem Solving
- Consensus Building

Homework: How to Manage Group Conflict

<https://managementhelp.org/groups/group-conflict.htm>

Week 6 -July 26

#### **Understanding DATA**

- Collecting and Organizing Data
- Analyzing Data
- Making Recommendations/Action Plans

Homework: DESE School and District Profiles

<https://profiles.doe.mass.edu/>

Leslie Leslie, MassPAC Project Director, [leslie@fcsn.org](mailto:leslie@fcsn.org) / <https://fcsn.org/sepac-summer-school/>