



AP 3.08

Category: Charter School Operations

Meetings Protocol

BACKGROUND & RATIONALE

The process of collaborative decision making is aimed at combining the input from all stakeholders and therefore at making the best choice from the standpoint of the objectivity. There are several advantages to collaborative decision making; diversity of opinions, participation and interest of the individuals, positive and understanding members, collective contribution of ideas, generation of buy-in from stakeholders, building of consensus, and encouragement of creativity. Even though the leader ultimately decides, every member of the group influences the decision. Collaborative decision-making requires by its very nature clarity, accuracy, shared understanding, and adherence to the decision. Without a common shared understanding, moments of clarity and emerging-but-essential information may be dismissed or overlooked, wrong decisions can be made, and opportunities can be missed.

DEFINITIONS

1. **Collaborative decision making** - individuals collectively make a choice from the alternatives before them.
2. **Shared understanding** - A new knowledge creation influenced by participation and collaboration and achieved by exchanging individual knowing for group knowing, thus changing from individual perspectives to a joint perspective that emerges from collective contributions
3. **Clarity** - clearness or lucidity as to perception or understanding; freedom from indistinctness or ambiguity
4. **Accuracy** - to be ensuring that the information is correct and without any mistake.

PROCEDURE

5. Group decision making general guidelines:
 - 5.1 Identify the decision to be made,
 - 5.2 Analyze the issue,
 - 5.3 Establish criteria,
 - 5.4 Brainstorm potential solutions,
 - 5.5 Evaluate options,
 - 5.6 Select the best option,
 - 5.7 Implement the selected option,
 - 5.8 Monitor the outcome,

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

AP 3.08

Category: Charter School Operations

- 5.9 Evaluate the outcome.
6. The following protocol applies to all meetings; to administrative meetings, teacher-parent meetings, small group meetings, disciplinary meetings, organizational meetings, etc..
7. The person calling the meeting, the meeting lead, is responsible for:
 - 7.1 ensuring that the collaborative decision making process is followed,
 - 7.2 appointing a notetaker,
 - 7.3 ensuring that every participant has a voice,
 - 7.4 ensuring common understanding.
8. The meeting notes will include:
 - 8.1 the name of the meeting lead,
 - 8.2 names of all participants,
 - 8.3 date, time and location, if of use,
 - 8.4 agenda or list of discussion items.
9. At the conclusion of the meeting, the notetaker will e-mail the notes to the meeting lead.
10. The meeting lead will review the notes and make any clarifications, corrections or additions.
11. The meeting lead will e-mail the meeting notes to the participants for review and feedback stating a deadline for providing feedback.
12. Each participant will review the meeting notes and provide feedback to the meeting lead by the stated deadline.
13. Once the meeting lead receives feedback from each participant, the meeting lead will develop a final set of meeting notes and distribute them to all participants.
14. Each participant will adhere to the decision(s).
15. This procedure can be adjusted to suit the type, participant numbers, formality of meeting, complexity of content, amount of content. For example, a meeting between a principal and a Superintendent to clarify facility moves and timelines can be addressed through an e-mail drafted by one participant and agreed upon by the other. A school year organizational meeting will require by its very nature and complexity a much greater adherence to process.

References:

CAPE charter

CAPE Policy Manual

CAPE Administrative Procedures Manual

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