

**PARENT SUPPORT MEETING**  
**Thursday, March 26, 2009 5:30 p.m.**  
**Friendly Inn**

**Attendance:** Teresa King, Tapestry Parent Lead, Christina White, Donna Sanders, Lynn Foulkrod, Jacqueline Williams, Tamiko Farris, Vivian Lewis, Annette Brumfield, Cecelia Pinkston, Lori Scott, Belinda Harris, Jeanette Logan-Lane, Kim Foster, Barbara Heard, Anita Thompson, Rayshawn Davis, Nickole Guines, Sharon King, Suzanne Shell, Kristi Trunzo, Marcia Johnson, and Cathey Moore.

**Guest:** Carolyn V. Wood, Tapestry Administrative Officer

Agenda Item	Discussion	Outcomes/Next Steps
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>• Teresa King welcomed all to the meeting and asked everyone in attendance to introduce themselves.</li> </ul>	
<b>Committee Reports</b>	<ul style="list-style-type: none"> <li>• Teresa King requested special committee reports.</li> <li>• Updates from Oversight Committee, CLC, and Social Marketing.</li> </ul>	
<b>Family Leadership Academy Meeting Basics</b>	<ul style="list-style-type: none"> <li>• Teresa King introduced Carolyn V. Wood, from the Tapestry office.</li> <li>• Ms. Wood introduced her self and gave a brief overview of her background.</li> <li>• The purpose of her presentation was to educate parents on the basic rules of conduct and procedures on meetings.</li> <li>• Points to keep in mind: Meetings follow one of the following ways –</li> </ul>	

<p><b>Family Involvement</b></p>	<p>bylaw, parliamentary procedures or customary rules. Ms. Wood reviewed the definition of all.</p> <ul style="list-style-type: none"> <li>• Additional item to remember, whether you are a chair person, participant or attending a meeting: Learn the rules that oversee the group, each meeting has a purpose, format and review the agenda – it is the design of the meeting, be prompt, use and/or distribute organized reports, use committees to get the work done – time is valuable, never show favoritism, always keep your cool, your verbal and body presentation is important – don't be negative, organize your thoughts before speaking – write notes to organize your thoughts.</li> <li>• Carolyn Wood also shared that problems will occur during meetings; hidden agendas, time monopolizers, arguers, and side conversers. She defined all of the above and gave solutions on how to handle problems.</li> <li>• Carolyn Wood shared how to format meeting that will help pull points from a meeting.</li> <li>• Teresa King opened by engaging members to participate on their committees by speaking and voicing their concerns.</li> <li>• Teresa King also introduced the</li> </ul>	<ul style="list-style-type: none"> <li>• Carolyn wood will format for our use a blank document. Ms. King will email to all.</li> </ul>
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	meeting format of electing officers to preside over Parent Advisory Council Meetings.	
	<b>Meeting adjourned Next Meeting</b>	<b>May 28, 2009</b>