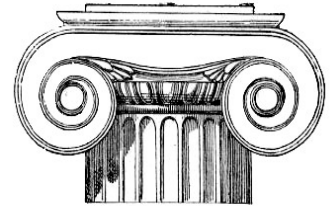


# Roundtable Discussion

## April 10, 2017

### Minutes



**Board Members Present:** Matt Stephens, Kate Thomas

**Facilitator Present:** Jennifer Gilbert, Mary Mahoney, Karen Hanzel

No concerns brought forward.

-----

The Board of Education would like to encourage all employees to attend the Roundtable Discussions. The meetings are designed to allow for an open sharing of ideas, issues, suggestions, etc. between the Board of Education and district staff members. The discussions are facilitated by members of the Teacher Forum with agenda topics set by the participants at the beginning of each meeting. For more information on the Roundtables, please contact a Teacher Forum member or Shirley Fletcher at 716-0327, [shirley.fletcher@k12.sd.us](mailto:shirley.fletcher@k12.sd.us)

**District Facilitators:**

Mary Mahoney – Central High School  
Karen Hanzel – Stevens High School  
Jennifer Gilbert – North Middle School  
Theresa Salazar - Elementary Representative

**What is a Roundtable?**

**Commonly Asked Questions:**

**What is it?** Roundtable is an effective forum for staff members to bring up “hot topics” that need a sounding board comprised of board members and administrators who can provide feedback and direction.

**What type of topics do people bring to the Roundtable?** Topics that deal with morale—for example the first topics back in 2002 and 2003 dealt with concerns regarding personal leave and elementary school planning time. Since then we have had topics range from how to best utilize custodial products to lack of classroom space in a particular building.

The facilitators help guide the dialogue and help determine where the concerns should go for more consideration and or solution. To a committee? Back to your building principal? To a specific administrator or expert?

The minutes provide a log of concerns that were addressed at the Roundtable along with proposed solutions or redirections.

**Where are the meetings held?** In the City Administration Office—third floor—most often in the East conference room. If the place changes, a sign will indicate a different room in the building.

**Do I need to let you know about my topic before the Roundtable?** No. You can simply come to the meeting and we will post your topic. However, with some of the topics it is nice to know prior to the Roundtable so we can invite specific listeners. This notification of any given topic can help us expedite the process. We can also redirect the topic back to a more appropriate forum like BIC or PIC.

You can contact any one of the facilitators to let us know ahead of time.

**If you are wondering whether a topic is suitable for this forum or if you need additional information feel free to contact one of the facilitators below:**

The following norms and guidelines are established to insure a productive meeting:

1. Roundtables are a highly interactive way to exchange information, ideas, and opinions on specific topics. All attendees are equal and are encouraged to actively participate. It may be helpful to have a spokesperson if the topic represents a group.
2. The Roundtable is a one hour forum. If there are several topics for discussion, the facilitators will divide the time at 15 minutes per topic. If there is only one topic we will run a meeting of no more than 20 minutes.
3. Facilitators will help generate discussions and insure that everyone has the opportunity to speak. They will encourage dialogue that is conducted in a neutral and non-judgmental manner.
4. A principal objective of this Roundtable is to address issues as they affect morale, and to provide a safe forum in which to do so for all staff and administrators. **Therefore, respectful communications among all in attendance must be maintained!**

5. Although there is less structure and fewer protocols for Roundtables than for other types of forums, all Roundtables are facilitated by two to four volunteers who give a brief introduction at the beginning about the purpose or goals of the Roundtable, and conclude the program with a brief review of what was accomplished or discussed and what plans of action will take place as a result of the Roundtable.

6. The minutes will act as the basis of a report on the Roundtable that discusses what was covered and, most importantly, any "next steps" that have been agreed to.