Name ____________________  Local School Governance Team (LSGT) __________________

“Pulse Check” on Effective Meetings Content

Directions: Select the best answer by choosing a, b, c, or d.

1. The content of a meeting refers to:
   a. How the group works together to accomplish the purpose of the meeting
   b. What is talked about at the meeting: agenda topics, information, opinions, decisions, actions, plans, and meeting purpose
   c. How the group builds and maintains cohesiveness
   d. The use of the Democratic Rules of Order

2. What are the suggested number of LSGT meetings that should occur annually?
   a. 12-14
   b. 4-6
   c. 10-12
   d. 3-5

3. Open meetings requirement elements include:
   a. Meeting time, date and location of the meeting
   b. Meeting agenda
   c. Posting the information seven days before the meeting
   d. All of the Above

4. LSGT committees:
   a. Are subject to open meetings laws
   b. Cannot perform the full duties and responsibilities of the LSGT
   c. Afford opportunity to involve individuals beyond the membership of the LSGT
   d. All of the above

5. LSGT Chair:
   a. Serves as the spokespeople of the school
   b. Defers to LSGT members to lead and facilitate meetings by setting the agenda.
   c. Allows the Parliamentarian to preside over meetings
   d. None of the above

6. People will participate fully when they:
   a. Feel “safe” in expressing their opinions
   b. Are unsure if the organization will support their ideas
   c. Don’t feel committed to the topic at hand
   d. Are on edge
7. When you have an opinion on what is being discussed, to join the conversation you should:
   a. Interrupt the speaker, as you are much more knowledgeable on this topic
   b. Wait until the meeting concludes, you do not want to interrupt the speaker
   c. Wait until the current speaker has finished, and then wait to be recognized by the chair
   d. Pass a note to the Chair so he/she will recognize you

8. When planning for a meeting, keep time in mind, because:
   a. Less is more, make every minute count
   b. Everyone should have dedicated several hours to a meeting and be willing to stay late
   c. It will be common for LSGT members to leave early often
   d. None of the above

**Directions:** Select either a or b.

9. The graphic below accurately describes the SMART meeting process.
   a. True
   b. False