To assure that all stakeholders are properly informed and appropriate approvals to begin the project(s) are obtained, please make sure to communicate that the task force is to make recommendations to be presented and discussed by the “solution summit members at-large” prior to actions being taken.

Exceptions to implement solutions prior to taking it to the members at-large may occur if they are “small in-nature” and do not need additional support or approval from supervisors/administrators and; it does not impact the workload or influence others not included in the discussion. Please make sure that all stakeholders are kept in the communication loop to avoid additional confusion or misunderstandings.

Taskforce meeting format:

1. Discuss roadblocks and possible solutions as identified on the Google Doc Spreadsheet.
2. Identify new or additional roadblocks and possible solutions.
3. Select project(s) of focus. Short-term vs. Long-term
4. Identify specific steps that need to be taken to remediate the roadblock. (What needs to be done, by whom and when).
5. Identify persons/stakeholders who need to be involved.
6. Delineate additional communication/additional steps needed (i.e. need follow-up meeting with superintendent, principal etc. to make sure they are on-board) if any.
7. Identify materials and supplies needed.
8. Identify lead person to facilitate follow-up meetings and discussions.
9. Present recommendations and project proposal(s) at the next all-inclusive Solution Summit meeting.