

LSIC Stakeholder Meeting Facilitator Guide



This guide provides step-by-step support for school leaders and facilitators.

Before the Meeting

Preparation Checklist:

- Review WVBE Policy 2322 and LSIC meeting requirements
- Set a meeting date and time
- Announce the meeting at least 10 business days in advance
- Use multiple communication channels
- Prepare an agenda with time limits
- Identify discussion topics relevant to your school
- Arrange for accessibility support and refreshments, if needed

During the Meeting

Facilitation Tips:

- Create a welcoming and inclusive environment
- Follow the agenda and manage time effectively
- Encourage open dialogue and active listening
- Use visuals, relevant information, and student voices to boost engagement
- Document all feedback and suggestions
- Use breakout groups or surveys to gather input
- Redirect off-topic discussions respectfully

After the Meeting

Follow-Up Actions:

- Compile a report of concerns, suggestions, and key points
- Principal posts the report on the school website
- Superintendent posts the report on the county website
- Submit the report to the WVDE Office of Accountability
- Reflect on what worked well and what could improve

Support Resources

Available Tools:

- Outreach materials (flyers, email drafts, social media posts, etc.)
- Contact information for LSIC support staff

Available Tools on the WVDE Website:

- Agenda/minutes templates
 - Stakeholder Meeting Report template
 - Stakeholder Meeting Reference Guide
 - Stakeholder Meeting Report Guidance Document
 - Link for report submission to WVDE
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