

Sample Meeting Agenda 1


Engagement in School Improvement


60 minutes; 20-60 Participants

Parents, Families, and/or Other Community Members


We encourage you to change this agenda to suit your interests (topic, advocacy issue), your audience (families, teachers, students, etc.), and to your needs (timing, information level, and space).

- **Introduction: *Who are the presenters/facilitators?*** [10 minutes]
 - Introductions (Who are you? Why you are here?)
 - Poll participants (Who is here? Why/what matters most to you?).
 - Set group meeting norms.

 USE: [Sample Meeting Norms](#)
- **Engagement and ESSA: *What is engagement? Why is it important?*** [5 minutes]
 - Engagement means *meaningful community involvement in decision-making*.
 - Engagement is important! It is both legally required under ESSA, and essential for meeting the needs of our children.
- **The Essentials of Engagement: *Information, strategy, continuous improvement***
 - **Information:** What is ESSA? [5 minutes]
 - Answer basic questions about *what ESSA is* and what it means for your school.

 USE: [The Organizer's Packet](#), pages 4-7, or [Parents & Families: Get involved in ESSA!](#)
 - **Strategy:** getting involved in school improvement [5 minutes]
 - Review the School Improvement Cycle to understand the **process**.

 USE: [The Organizer's Packet](#), page 8, or the third page of [Parents & Families: Get involved in ESSA!](#)
 - **Continuous Improvement:** What additional information do you need? Where is your community trying to go? What might you do to get there? [20 minutes]
 - **Workshop:** In groups of 4-5, choose one thing that you see as a barrier to success for your child/school and answer the following questions:
 - **Learn More:** What other information do you need to help you break down this barrier?
 - **Set Goals:** What is your goal? What are you hoping to change? Set a positive vision!
 - **Make a Plan:** Starting with **engagement**, who will you start to inform and engage with?

 USE: [The Organizer's Packet](#), pages 9-14
- **Sharing out:** [10 minutes]
 - What was your barrier? What is one piece of additional information you need to address it? Who will you be reaching out to first to engage?
- **Closing:** [5 minutes]
 - What's next for this group? Make sure everyone knows when they will hear from you again and how, and that those who want to learn more have a way to do so.