

Sample Meeting Agenda 2

Building Better Engagement in Your School

60 minutes; 5-25 Participants

Parents, Families, Students, and/or Other Community Members, including school officials/administrators or teachers

We encourage you to change this agenda to suit your interests (topic, advocacy issue), your audience (families, teachers, students, etc.), and 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: *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.

- **Your Role in Engagement** [30 minutes] **

- **The job of engagement:** We must engage ourselves and each other. This is our house! You belong in the room.
 - Ask participants to answer: *What are the ways that you have engaged so far in your school?*



USE: [The Organizer's Packet](#), page 7

- **Materials workshop: *What Does an Engaged Community Look Like?*** [Page 37 of the Toolkit]
 - In small groups (2-5 people), read and together fill out the worksheet.



USE: The [What Does an Engaged School Community Look Like?](#) worksheet

- Write down a list of ways that you could help build a more engaged community starting today (e.g. Set up a meeting with the principal! Host a dinner with parents to share and talk about these materials!).

- **Share out:** [10 minutes]

- Share out additions/modifications to the worksheet, and offer one thing that each of your group members (or the full room) will do to support better engagement going forward.

- **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.