

# Sample Meeting Agenda 3

## ESSA and Your School

90 minutes; 5-50 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 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](#)

- **What is ESSA? [20 minutes]**

- **Read and Ask:** In pairs/small groups, read the *What is the Every Student Succeeds Act?*
  - Optional: Together, come up with two questions to learn more. (e.g. What is a federal law? What is school improvement? How much federal funding does my school get?). If you have access to the internet, find out the answers. If not, go directly to sharing out.



USE: [The Organizer's Packet](#), page 4, and the [Glossary](#)

- **Share out:** What did you learn? What questions do you still have? (record these for follow up or answer them if you can!)

- **What Does ESSA Mean for Your School? [40 minutes]**

- **You Have a Right to Be Involved**

- *This is our house, and you have a right to be in the room, helping to make decisions that affect our children and schools.*



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

- **What is your State Doing?** Pair up and read or present key material in your state's ESSA Plan.

Share a summary of your state's ESSA Plan. Consider also printing out your school's report card.

- **What is your school *already* doing to support students?**

- Pair up and share strategies that schools do (or your school does) to support students.
- Write down 1-3 ideas for school change that you think will better support students.
  - Per strategy: write down how can you find more information about this idea and/or who to talk to about it (e.g. principal, teacher, students, community grant-maker).

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

- **Closing: [10 minutes]**

- 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.
- Encourage participants to carry this information into their own communities.