

# Meeting Materials Packet



# How to Make Your Meetings Accessible

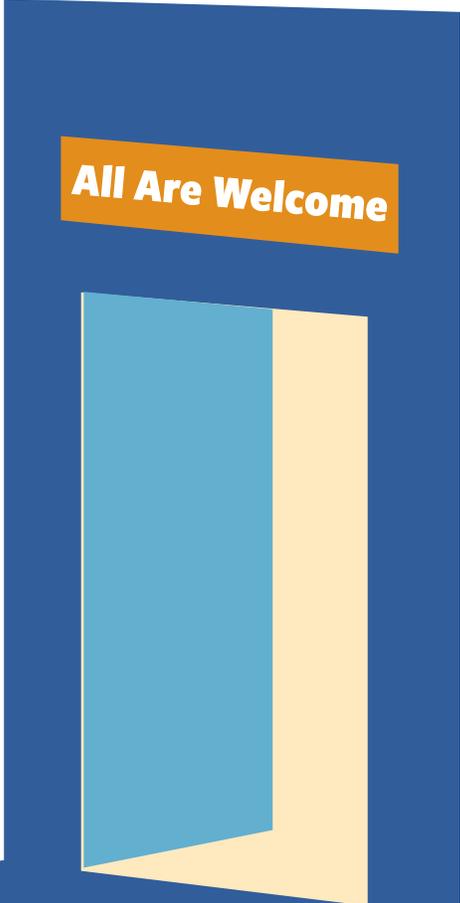
All meetings should be sensitive to the needs of the people who will participate. In order to promote greater representation from your community, consider the following suggestions for how to make meetings more accessible to all, and **ask school and district administrators to ensure that they do everything they can!**

## The Checklist

- ✓ **Target outreach** to those whose voices often go unheard
- ✓ **Make informative materials available:**
  - Ahead of the meeting (including questions to consider)
  - In multiple languages and formats in consideration of varied levels of literacy and proficiency
  - In a format that is easy for all stakeholders to understand
  - Online
- ✓ Host events in a central location that is **accessible** to people with disabilities [see the Americans with Disabilities Act (ADA)], with transportation assistance
  - We recommend hosting events in places where community members feel safe. Consider that school grounds may not be the best choice
- ✓ **Invite interpreters**, including American Sign Language
- ✓ **Provide food**, and include options for those with dietary restrictions
- ✓ **Hold multiple meetings**, held at times when families and teachers can attend
- ✓ **Provide childcare**
- ✓ Provide access to **homework help** at the meeting
- ✓ Send out **multiple reminders** via email, text and on paper
- ✓ **Record** and/or live-stream the event
- ✓ Where money is available, offer to **financially support travel**
- ✓ Ensure that multiple **experts on the issues are present**, with time for Q&A

## Moving Forward

Provide a **platform to continue to engage** with the issues following the meeting (e.g. a website and email for questions). You may also consider providing a **physical place for stakeholders** to go to provide ongoing input (e.g. Parent Center).



All Are Welcome

# 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.

# 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.

# 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.

# Sample Meeting Norms

Meetings with families and community members are all opportunities to build greater trust and a lasting, informed, and involved community. **Take every opportunity to do it right!**

## What are Meeting Norms?

- Meeting norms are ways that your group agrees the meeting will go, how participants will behave, and what you hope to get out of the event.

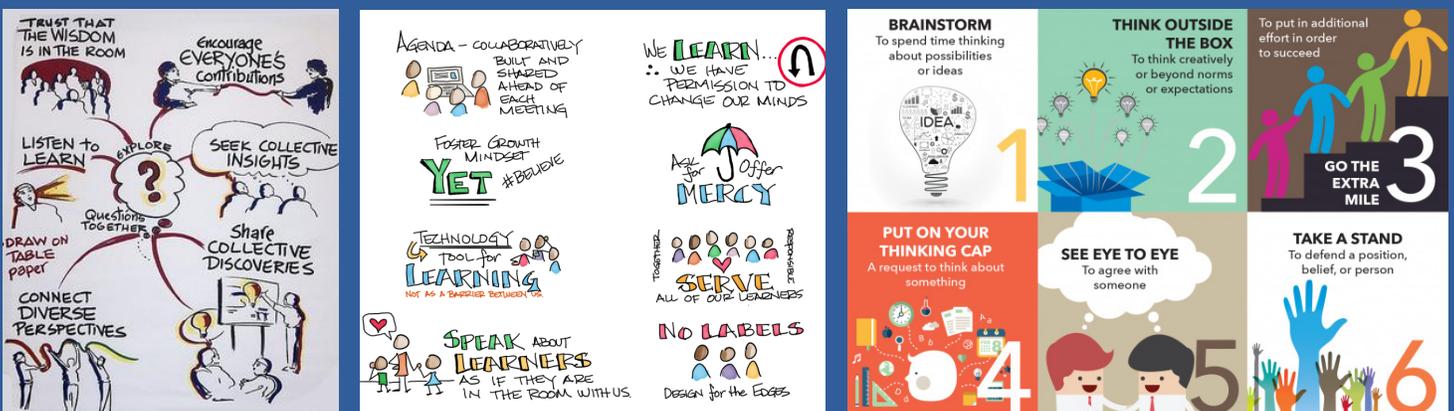
### How to Use Them

- Begin meetings with students, families, and community members by offering a few basic meeting norms for all members to follow and ask for community input to complete the list.
- This list should include norms for how you will engage together during this meeting and should be flexible to meet the needs of the community members in the meeting.
- Meeting norms should be written in large text and remain visible throughout the meeting.

## Sample Norms:

- We will treat each other with respect
- We will be present both physically and mentally
- We will ask questions when in doubt
- We will encourage the participation of all participants
- We will keep what is said anonymous, unless otherwise specified
- We will be sensitive to different perspectives and experiences
- We will keep to our agenda, and finish on time
- We will take notes and share back what we hear with the group

Check out [Learning Forward's](https://learningforward.org) tool for [building meeting norms](https://learningforward.org) for more, at [learningforward.org!](https://learningforward.org)



# Sample Meeting Exit Survey

Use this survey at the end of a meeting to learn more about how it went for those who participated so that you can learn more going forward. Modify it to suit your needs.

**[Your Event Title]**

**[Date & Time]**

Please fill out the following questions so that we can learn from you and improve going forward.

Name (optional): \_\_\_\_\_

Contact (optional): \_\_\_\_\_

On a scale from 1-5, how engaged did you feel in this activity/meeting?

1      2      3      4      5

What part(s) of the conversation and/or material were most useful? Why?

What part(s) of the conversation and/or material were least useful? Why?

What is one thing you learned today? What is one thing you still want to learn/know?

Would you be interested in following up with us or doing more in the future?

yes      no

Any additional comments?

**Thank you for participating!**