

Capital School District Community Forums
May 14, 2018
Internal Agenda for Planning

- I. Welcome (5 minutes)
 - A. Superintendent or cabinet member provides welcoming remarks.
 - B. Superintendent or cabinet member shares the purpose of the community forum.
 - C. Superintendent or cabinet member shares the format of the community forum.
- II. Presentation of focus group findings (10 minutes)
 - A. This will be a review of the Executive Summary provided by CEE.
 - B. CEE staff provides a short presentation regarding the focus groups and the findings generated.
- III. Discussion Questions (10 minutes)
 - A. CEE staff or CSD staff leads the participants through the discussion questions.
 - 1. What surprises you about these findings?
 - 2. Given the findings, how do you want to move this work forward?
 - 3. What else would you like to know?
 - B. Summarize the discussion
- IV. Break/Selecting group topics (5 minutes)
 - A. Conveners provide a list of all of the issues that came out of the focus group & c out of the discussion.
 - B. As a group, participants vote on the top four issues.
- V. Framing small group discussions (5 minutes)
 - A. Establishing norms and expectations for the group discussions
 - B. "We want this to be a constructive session so that, together, Central office staff, educators, parents, students, and community members can generate ideas and actionable steps to resolving equity issues."
- VI. Group assignment/group work (50 minutes)
 - A. CSD/CEE will number topics
 - B. Participants will choose the topic/number that they want to go to first.
 - C. Participants will go to that group to answer questions:
 - 1. How is this an equity issue?
 - 2. Who impacts and is impacted by this issue?
 - 3. What are three actions that the district and community can take together to improve this issue?

D. Participants rotate through each topic

1. 1st rotation: 10 minutes
2. 2nd rotation: 10 minutes
3. 3rd rotation: 5 minutes
4. 4th rotation: 5 minutes

VII. As a large group, review action steps for all issues and ask for comments from the group. (20 minutes)

VIII. Closing (5 minutes)

- A. Wrap up
- B. Next steps
- C. Have participants place 1 dot/star on the topic they would like to see the district focus on next year

CSD Staff

Dr. Sylvia Henderson

Ade Kuforiji

LaWanda Burgoyne

Pam Herrera

Dr. Joyce Denman

Materials needed

Item	Responsible Party
Chart with equity topics (10-15 topics)	CEE Prepare CSD Print/ Publish
Colored dots for participants to select topics/groups	CSD
Post-It Chart paper for each topic	CSD
Executive Summary from focus group report	CEE - Prepare CSD - Copies
Sign-in sheet, including stakeholder affiliation and space to denote interest in serving on a district-wide equity task force	CEE - Prepare CSD - Copy
Markers, pens, sticky notes, name tags	CSD
Table tents that denotes topic number (1-4)	CSD
End-of-community forum evaluation	CEE - Prepare

	CSD - Copy
LCD Projector and screen for PPT presentation	CSD