

## Facilitated Discussion – Annual Title I Meeting

**Length of the workshop:** 2 hours

### What you will need:

- Chart paper or 3' sections of butcher paper
- 5 round tables and chairs in spread out across the room
- Chart markers
- 5 facilitators (staff members or parent leaders)
- Printed out copies of the 5 different **Table Topics**
- Bell or other alarm (optional)
- **Evaluation**
- Refreshments

**Facilitator Tip:** If you have more than 50 parents at your meeting, you may want to split up the topics and add more tables, or duplicate so there are two sets of tables for each topic. You want your parents to feel comfortable to ask questions and you may not want more than 10 parents in each group.

### Guide:

**20 minutes – Welcome & Explanation of the Event** – Greet your parents and introduce yourself and staff members.

Suggested language, “Good Evening (Morning), we’d like to welcome you to our Annual Title I meeting and thank you for coming. We have childcare in Room #, if you haven’t taken your children there yet you can do so after I finish explaining what we’re going to talk about tonight. There are a few refreshments in the back of the room, please help yourself. We want tonight to be casual and for you to leave with some great information about Title I and the information parents should know about our school.”

“Before we begin our small group discussion, I’d like to give you a little background information regarding Title I.” Review the **slides 1-4** of the Power Point **Title I Annual Meeting Presentation – short version**.

“We have a lot of information about Title I that we would like you to know, but we also want to give you a chance to ask questions and have small group conversations with our staff and parent leaders. As you can see we have split the room into five sections. At each section you will discuss a different part of Title I.”

#### **Introduce your facilitators and point to them:**

Table #1 - “(Name) will discuss Assessments & Funding”

Table #2 – “(Name) will discuss Policies & Compacts”

Table #3 – “(Name) will discuss Report Cards and Teacher Qualifications”

Table #4 – “(Name) will discuss School Improvement and Notification”

Table #5 – “(Name) will discuss School Choice and Supplemental Educational Services”

“You will have 14 minutes at every table. The staff person or parent leader I just pointed to will read you some facts about the topic at that table. We want you to discuss the topic and ask questions. There are paper and markers at every table. Please feel free to write notes, draw a picture, be creative, write down questions or doodle on the paper. We want this to be fun and interactive. I will ring the bell after 14 minutes and then you will have 1 minute switch to the next table. We’ll keep doing this until you get to all of the tables. Let’s number off.” Start with the first person and point, “You are #1,” next person and point, “You are #2”, repeat for 3,4,5 and then start at 1 again. All of the #1’s can you please go to that table, all of the #2’s can you please go to that table, etc. etc.”

### **90 minutes – Small Group Discussions**

Time each section for 14 minutes, and give participants approximately 1 minute to switch tables. A lead facilitator, such as the Principal, with background knowledge on Title I should roam the room, listen to the feedback from parents and answer any questions that table facilitators cannot answer.

**Facilitator Tip:** Instruct your table facilitators to provide the information on the **Table Topics** succinctly, leaving time for discussion at each table. Each sheet should not take more than 5 minutes to explain. Families will learn more if they can ask for clarification on topics they do not understand. Also ask facilitators to keep their comments neutral, refraining from opinions. Provide facts and information, and explain challenges the school may have, but let parents conclude their own opinions.

### **10 minutes – Closing**

“We’d like to thank you for coming tonight. We hope you found the information helpful and that you had a chance to meet our staff and other parents from the school. We have some flyers at the back of the room that will provide you with more information on some of these topics. Please feel free to ask us questions about Title I throughout the school year, and you can also contact our state’s Parent Information & Resource Center (PIRC) **slide 4**. We also have an evaluation (copied on yellow paper) that we’d like you to fill out to help us improve this night for parents in the future. We hope that you feel welcomed to be a part of this school throughout the year and thanks again for coming. **slide 5**”