

OUSD Parents Raising the B.A.R.

Session 8: Facilitation, Action Planning and Celebration

Purpose

The purpose of this session is to share the key components of an action plan and to practice facilitation skills through hands on training. It is also our opportunity to celebrate the end of our Parents Raising the B.A.R. workshop series.

Outcomes

By the end of this session, participants will

- Begin to understand how to create an action plan
- Understand the value of using data and standards to drive the planning process
- Develop facilitation skills through hands on experience and using planning tools
- Celebrate and honor each other for completion of workshop series

Room Set Up (*15-30 minutes before meeting*)

- Create space for snacks/refreshments
- Arrange tables and chairs in the room
- Set up space of materials and food

Materials

- Name Tags
- Sign In Sheets
- Handouts
- Dice (one pair for each group of 4 people)
- PowerPoint Slides (if needed)
- Other (community icebreaker material)

Activities: (120 minutes total)

Activity #1: Community Builder –Roll the Dice (10 minutes)

Activity # 2: Action Planning (10-15 minutes)

Activity #3: Utilizing the Family Engagement Action Planning Form (15 – 20 minutes)

Activity #4: Share family engagement resources regarding the do's and don'ts of family engagement (5 minutes)

Activity #5: Celebrate and honor participants (50 minutes)

Welcome

5 minutes

Purpose

The purpose of this segment of the agenda is to bring order to the meeting and create the sense of community by having participants get to know each other.

Materials

- Directions and materials for community building activity
- Participant Agenda Handout

Talking Points

- Welcome parents and make brief remarks (2)
- Introduce short community building activity (10)
- Briefly review meeting agenda so participants know what is going to happen (3)

Activity #1: Community Builder (10 minutes)

Depending on the size, divide the group into groups of four (4) people

Workshop Warm-Up

DISCUSSION DICE

Share a positive partnership experience!

1. Introduce yourself to the others at your table. Give your name, name and location of your school or district, and position or role (parent, teacher, administrator, etc.).

2. Roll the dice. Match the sum of the dice to a topic below. In one or two minutes, share an experience that completes the sentence. It may be an activity you conducted, experienced, or heard about.

ROLL of . . .	Share a positive experience! What good practices of family and community involvement have you conducted, experienced, or heard about?
2	A most inspiring family involvement activity was . . .
3	A successful collaboration with a community partner was . . .
4	An activity that made all families feel welcome at school was . . .
5	A great family involvement activity linked to children's reading was . . .
6	An excellent way that volunteers helped a school was . . .
7	One example of how teamwork produced a successful family involvement activity was . . .
8	An enjoyable family math or science activity was . . .
9	An example of how a principal's leadership improved school, family, and community partnerships was . . .
10	A great strategy to increase communication between home and school was . . .
11	One example of how a school district helped improve family and community involvement was . . .
12	One activity that kept parents involved in middle or high school was . . .

Activity # 2: Action Planning (10-15 minutes)

Purpose:

The purpose of this activity is to show the value of creating a team approach to the work of family engagement and the recommended order of steps to take in the planning process. Additionally, participants will get a better understanding of why the cycle of each step is related to good planning and effective evaluation of results.

Input:

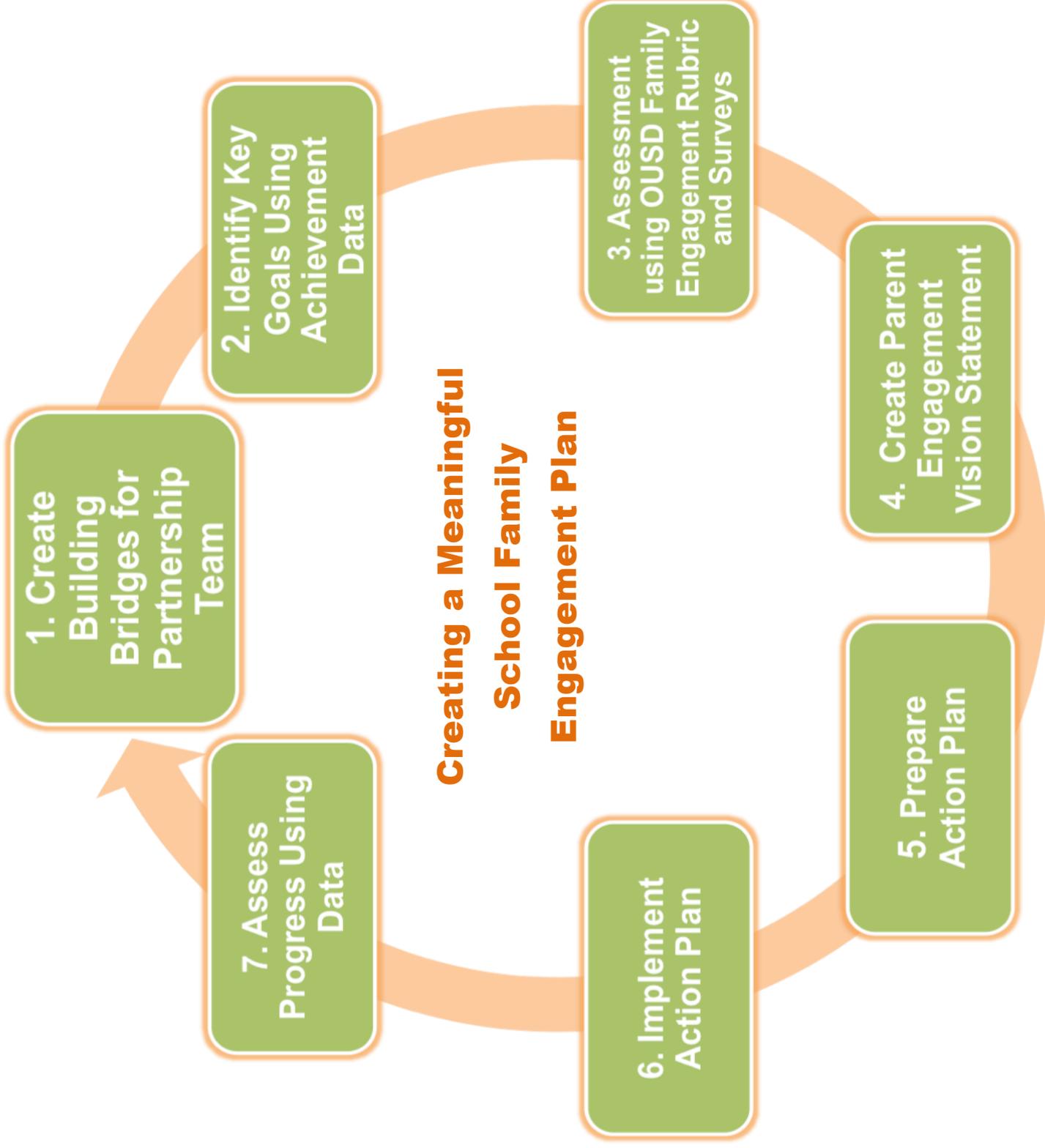
1. Thinking about family engagement and good action planning, what order of the follow steps would you take to create a plan?

2. In small group of 3 or 4 people put the below steps in order: (Cut out the steps below, shuffle them and give a set to each small group and ask them to put them in order and explain why they chose the order)

- ❖ Create an Action Plan/Crear un Equipo de Accio'n
- ❖ Assess and Evaluate current Practices/Evaluar y Determinar las Pra'cticas Actuales
- ❖ Develop and Action Plan based on 6 types of engagement/standards/Crear un Plan de a Accio'n basado en lost Seis Tipos de Participacio'n de Padres
- ❖ Implement and Monitor Action Plan/Implementar y Supervisar el Plan de Accio'n – Hacer el trabajo Continuo
- ❖ Evaluate and Celebrate successes, Identify challenges, Report results, Reassessments, continue planning and working/Evaluar y Celebrar lost Exitos, Identificar lost Retos, Informar de lost Resultados, Volver a Evaluar; Continuar Planeando y Traajando

3. After the group comes back together, use popcorn style to hear why and share the handout on the order according to research and best practices, Joyce Epstein's model.

Creating a Meaningful School Family Engagement Plan



Activity #3: Utilizing the Family Engagement Action Planning Form (15 – 20 minutes)

Purpose:

The purpose this activity is share samples of research based school activities connected to the six (6) types of engagement/standards. Participants will review the samples and use the planning tool to create an action plan.

Input:

1. In small groups of 3 or 4 people, ask the group to look at their school data and select one goal they want to accomplish. Select a person to report back to the large group on what they noticed about the planning process or what stood out for the group about action planning.
2. Using the School Family Engagement Action Planning Form ask each group to create an Action Plan to improve student outcomes.

Trainers Note:

Share with the group that we realize that they only have 10 – 15 minutes and that a real action plan requires a lot more time and all stakeholders. The purpose is to show them the value of using the action planning form as a guide.

3. After the group completes the form, bring them back together in a large group and each spokesperson from the group makes short brief comments about the process (what did they learn or what stood out for them as a team)
4. Make transition to sharing family engagement resources for them to take home.

Activity #4: Share family engagement resources regarding the do and don't s of family engagement (5-10 minutes)

Purpose:

The purpose of this activity is to share research based evidence about words and deeds to avoid which could turn parents away from participating in actions/activities.

Input:

1. Review the handout and share with the group that this is a tool they should review before starting their plans for action.
2. Review the support map to remind participants of how we will work together from here on.
3. This ends the planning and action process.
4. Transition the group into the celebration ceremony.

Activity #5: Celebrate and Honor Participants (50 minutes)

Purpose:

To acknowledge and thank participants for dedicating their time and effort to the students of Oakland.

Input:

1. Read inspirational quote to set the tone for the ceremony.
2. Workshop facilitator will present certificates to the group. Participants should stay on the stage until the last person's name is called and after a group photo is taken.
3. Participants return to their seats and have the opportunity to give appreciations popcorn style.

Closing:

1. Thank the group for their hard work and participation in our first series of parent leadership trainings.
2. Remind the group that the team can continue to meet to work together on parent engagement actions and activities and collaborate with the site based staff and team(s) to create or implement the existing action plans at the school site (refer to support map handout).

Raising the B.A.R. Session 8 – Action Planning

Participant Evaluation

Event: Parents Raising the B.A.R. Date: November 21, 2013

Presenter(s): _____

Your name (optional) _____

Please check (✓) the appropriate box to indicate your level of agreement with the following statements about today's event.	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
The facilitator/presenter appeared skilled (knowledgeable, prepared and responsive).					
Because of this training, I understand how to write an Action Plan for Partnerships for the school year					
Because of this training, I feel that I can support the site based family engagement team in improving the school climate and for helping students reach academic and behavioral results.					
Because of this training, I understand what words and deeds to avoid to attract other parents to join the action team					

What I expected: 	What I got:
What I valued: 	I have questions about. What I need:

Participant's Agenda:

1. Welcome and Review of Agenda
2. Activity #1: Community Builder (roll the dice game, 10 minutes)
3. Activity #2: Action Planning (10-15 minutes)
4. Activity #3: Utilizing the Family Engagement Action Planning Form (15 – 20 minutes)
5. Activity #4: Share family engagement resources regarding the do and don'ts of family engagement (5 minutes)
6. Transition to ceremony (2 minutes)
7. Activity #5: Celebrating and Honoring Participants (50 minutes)
8. Closing Remarks (2 minutes)