

The Belonging Community Conversation Virtual Event Protocol and Agenda

This virtual event is designed to elicit input from a diverse group of partners to build a shared understanding of and commitment to belonging. Each Community Conversation will last approximately 1 hour and 45 minutes.

Community Conversation Goals

A Community Conversation creates an opportunity for participants to reflect on:

1. The indicators of belonging
2. The relationships and understanding needed to grow and improve belonging
3. What is needed to create a school community where every person has the conditions they need to engage, learn, and thrive

Engaging families and community members in a Community Conversation on belonging will help you understand:

- People's aspirations for belonging
- People's concerns
- How people think and talk about belonging in relation to the community
- What changes are needed
- What people believe can be done and who they trust to take action

By the end of the event, participants will be able to:

- Recognize the indicators of belonging
- Understand what belonging means to their community
- Identify ways to create a culture of belonging collaboratively

Planning Considerations

- Forming a planning team
- Identifying and recruiting participants
- Identifying a facilitator
- Choosing a virtual platform
 - Consider capacity limits

- Planning for breakout rooms
 - Aim for five participants per breakout room
 - Identify breakout room hosts
- Choosing an accessible date and time
- Providing translation and interpretation
- Planning for display materials (like PowerPoint slides) use strong contrast in text and background
- Capturing the chat, notes from breakout room hosts, and notes from the harvest

Facilitation Strategies

- Set up the virtual space.
 - Consider accessibility needs for translation and interpretation, including close captioning
 - Place participants in breakout rooms to ensure each room includes a diversity of roles (like families, educators, community members, community-based organizations, and business leaders)
- Establish group agreements and create a space of belonging
- Create opportunities for interaction and multiple modes of engagement that are accessible to diverse participants (individual reflection, small group discussion, and large group discussion)
 - Allow people to participate in whatever way they are most comfortable: speaking, writing, and/or drawing
- Ask the breakout room hosts to take notes and report out
- Ensure there are clear opportunities for follow-up with participants, such as emails, text messages, or communications from the local education agency

Facilitator Responsibilities

- Create a space where everyone feels comfortable participating
- Monitor the chat for comments and questions
- Capture a transcript of the chat
- Ask the breakout room hosts to email all notes to the planning team
- Email an evaluation to all participants. The “Ticket Out the Door” document is available as a fillable PDF.

Breakout Room Host Responsibilities

- Create a space where everyone feels comfortable participating
- Share questions in the chat so all participants can see them
- Encourage everyone to participate by speaking or writing in the chat
- Monitor the chat for comments and questions

- Invite the quiet voices to share
- If the conversation goes off topic, gently return to the question
- Take notes to capture what is shared by participants
- Share one or two themes in the large group share out
- Capture a transcript of the breakout room chat
- Email all notes to the facilitator or planning team

Session at a Glance

Timing	Segment	Key Activities
5 minutes	Welcome and framing	Facilitator introduction. Review Community Conversation goals and group agreements.
5 minutes	Overview of Community Conversation process	Review format for the process.
10 minutes	Indicators of belonging	Share and explain the indicators of belonging.
20 minutes	Breakout room activity: Small group discussion	Share your name and your connection to our community. <i>Discuss: What does belonging look like, sound like, and feel like to you?</i>
10 minutes	Large group share out	Each breakout room group shares two or three top ideas, concerns, and reflections.
5 minutes	Break	
10 minutes	Working together to build belonging	Describe the importance of school, family, and community partnerships. Share about belonging work that is specific to the district/community.
15 minutes	Breakout room activity: Small group discussion	<i>Discuss: What are we doing well in our schools to support student belonging?</i> <i>What are we doing well in our schools to support belonging for families?</i> <i>What is needed to improve belonging in our school community?</i>
10 minutes	Large group share out	Each breakout room group shares two or three top ideas, concerns, and reflections.
15 minutes	Harvest	Participants reflect on what they heard and learned. Identify common themes.
5 minutes	Closing and next steps	Thank participants for their involvement and outline follow-up steps.

Agenda

Timing	Segment	Facilitator Notes	Materials/Resources
5 minutes	Welcome and framing <ol style="list-style-type: none"> 1. Introduce yourself 2. Review meeting goals and plan for the session: <ol style="list-style-type: none"> a. Share information about the indicators of belonging b. Discuss what belonging means to you c. Gather thoughts and advice 3. Share group agreements 	After sharing the group agreements, ask the attendees if they feel okay or if anything else is needed. Ask the group for their support of any requested additions.	Slide 2. Presenter Slide 3. Goals Slide 4. Group agreements
5 minutes	Overview of Community Conversation process		Slide 5. Process
10 minutes	Indicators of belonging <ol style="list-style-type: none"> 1. Belonging matters for learning and well-being 2. Share and explain the indicators of belonging 3. Building a culture of belonging 		Slide 6. Belonging is a universal human need Slide 7. The indicators of belonging Slide 8. The indicators are distinct but not separate Slide 19. Culture of belonging Slide 10. A shared vision of belonging
15 minutes	Breakout room activity: Small group discussion	Attendees move into breakout rooms. Attendees introduce themselves to their group and share their name and connection to our community. Each breakout room discusses: <i>What does belonging look like, sound like, and feel like to you?</i> Remind breakout room hosts to take notes.	Slide 11. Small group discussion

10 minutes	Large group share out	Attendees return to the main meeting room. Invite breakout room hosts to share two or three top ideas, concerns, or reflections from their group's conversation.	Slide 12. Large group share out
5 minutes	Break		Slide 13. Let's take a break
10 minutes	Working together to build belonging 1. School, family, and community partnerships for belonging 2. Belonging in schools 3. Partnerships to support belonging		Slide 14. Families and schools as partners Slide 15. Working together to build belonging Slide 16. Belonging in our school community Slide 17. Partnerships supporting the belonging work
15 minutes	Breakout room activity: Small group discussion	Attendees move into their breakout rooms. Each breakout room discusses: <i>What are we doing well in our schools to support student belonging?</i> <i>What are we doing well in our schools to support belonging for families?</i> <i>What is needed to improve belonging in our school community?</i> Remind breakout room hosts to take notes.	Slide 18. Small group discussion
10 minutes	Large group share out	Attendees return to the main meeting room. Invite breakout room hosts to share two or three top ideas, concerns, or reflections from their group's conversation.	Slide 19. Large group share out

15 minutes	Activity: Harvest	<p>Invite people to share their reflections on: <i>What resonated with you?</i></p> <p><i>What ideas should we take action on to improve belonging in our school community?</i></p> <p><i>How will we know we are successful?</i></p> <p>For this activity, invite attendees to use the chat or raise their hand to speak.</p> <p>You or someone from the planning team should take notes on what is shared if it is not already captured in the chat.</p>	Slide 20. Harvest
5 minutes	Closure, thank you, evaluation, and next steps	<p>Thank attendees for their time and engagement in the community conversation.</p> <p>Share link to the evaluation survey and ask for completion to help with future events.</p> <p>Make sure to save the chat and request that all notes from breakout room hosts are emailed to the planning team for review.</p>	Slide 21. What's next? Slide 22. Thank you