##### Looking Beyond Community Review Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| **School:** |  | **Principal:** |  |
| **ESSA Designation:** |  | **Date and Time:** |  |
| **Assigned Roles** |  |  |  |
| Facilitator: |  | Note Taker: |  |
| Timekeeper: |  | Process Observer: |  |

| **Small Group Facilitators** |  |  |
| --- | --- | --- |
| (if needed) | Small Group 1: |  |
|  | Small Group 2: |  |
|  | Small Group 3: |  |
|  | Small Group 4: |  |

| **Additional Roles** |  |  |
| --- | --- | --- |
|  | Harmonizer: |  |
|  | Gatekeeper: |  |
|  | Supporter: |  |
|  | Standards: |  |

**Team Members**

| **Team Members** |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Position/Role** | **Present: Yes/No** |
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| **Community Members** |  |  |
| --- | --- | --- |
| **First Name** | **Last Name** | **Position/Role** |
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| Time | Person Responsible | Agenda Item | Minutes (Summary of Key Points) |
| --- | --- | --- | --- |
| 3 mins | Facilitator | **Welcome and Meeting Opening** (Opening routine) |  |
| 10 mins | Facilitator | **Review Meeting Purpose and Agenda** (Quick agenda walkthrough) |  |
| 2 mins | Process Observer | **Review Ground Rules** (See Facilitation section under Community Review in Playbook) |  |
| 20 mins | Facilitator | Share Data and Key Conclusions with Community (Key learnings from Profile, Practice, and Program Reviews) |  |
| 35 mins | Facilitator(s) | Conduct Community Review (Community Review Form) |  |
| 20 mins | Facilitator | Consensus on Key Points (if small groups occurred) |  |
|  | Facilitator | **Close the Meeting** (Closing routine) |  |