ENGAGEMENT SESSION
Facilitator Script

Building DC's School Report Card

Hosting your feedback session is an exciting endeavor and we appreciate you leading it. Conversations like the one you are leading are happening all across the city. We've developed this script to aid you in moving through the feedback activities and having the most engaging discussion possible with your parent attendees. Feel free to use the companion PowerPoint deck and sample agenda to aid your conversation. Thanks again for hosting! – Team OSSE

FIRST THINGS FIRST

- **Organize your room:** Ideally, your attendees will be able to sit together in small groups at tables, or in a circle if no table is available.

- **Gather your materials:** Prior to your session, have the following materials ready. Materials from the toolkit are hyperlinked.

  - Copies of the sign-in sheet with your meeting information filled in

  - Pens/pencils

  - Facilitator Script (this document - be sure to rehearse before your session!)

  - Feedback Tool (for your designated notetaker to complete manually. They can also complete it electronically on a laptop if it is available)

  - Glossary (for your own reference in case you get questions about specific terms)

  - PowerPoint (if using one)

  - Tape (to post the Top 3/Bottom 3 activity around the room)

  - Printouts for participants

    - FAQ (one per participant)

    - Demographic survey (one per participant)

    - "You Build It Activity" Worksheet (one per participant)

    - "Top 3/Bottom 3" Document (one copy. Each sheet posted on the wall around the room.)

SCRIPT

Welcome & Introductions (10 minutes)

Facilitator: My name is [say your name] and I thank you so much for joining me for this engagement session on building DC's school report card. I'll share more about why we are here today and what it is we are trying to achieve, but before we jump in, let's introduce ourselves. Please share your name, how many children you have and thier ages (if any). Now that we know each other a little better, let's me share a bit about why this work is happening and what it is we are trying to do.

[Note: If the group is bigger than 20, ask them to turn to the people next to them or around their table and introduce themselves.]

Why We are Here (5 minutes)

Facilitator: Why are we here? Simply put, we are here today to help DC build a school report card that is as useful as possible for parents and families. If you are new to the school report card concept, it is an informational tool that should provide you with information that you'd like to know about a school overall, and help you understand how well a school is doing or where it needs more support. It can contain a range of information like PARCC Scores or graduation rates along with other important information. Our job today is to share what we think should be on it for DC. The work to build the report card rests with the Office of the State Superintendent of Education or OSSE. Right now, families get thier information from many places like word of mouth and websites like Learn DC and My Schools DC, or even from schools directly. So many options can be confusing but by December 2018, OSSE has to produce ONE report card for ALL schools (district and charter), in ONE place, to make it easier for parents to access clear information. Report cards aren't just for parents and families. They can also prompt conversations between educators about what is working across the city as well.

The report card is mandated by a law called the Every Student Succeeds Act or ESSA. But, even though it's mandated, DC is taking the opportunity to build the best, most useful report card it can for families. This is an opportuniity to do what's most right and meaningful for our students, families, and schools. And that's why we are having this conversation today. OSSE has asked partners across the city to help them hear from families and the community about what they would want to know about schools so they build a report card that is useful, accessible, and easy to navigate.

The feedback you'll share today is critical to ensuring OSSE creates a tool that works for YOU — whether you are looking to engage more deeply with your child's current school or explore school options for your child. As you'll learn from our first activity, there are some things that the ESSA law requires be included in a report card. But even with that, we want your help prioritzing. I want to note that I know we will have lots of great ideas, and not everything we talk about today will definitely make it onto the report card, but its important to know which things are the most important to people — both for this first version of the report card, and also for future versions.

With that, let's start brainstorming! Today I want to understand what YOU think a school profile or report card should look like, and what type of information you think it should include so that it is useful for parents in DC.

Activity 1: Top 3/Bottom 3 (15 minutes)

Facilitator: For our first activity, let's get moving. I mentioned a few moments ago that there are items that must be on DC's report card. The information on the posters around the room are those things. The the order in which they are shown is on the report card is flexible and can be prioritized. This activity helps us understand what, of these things, you would prioritize. Here's what I want you to do:

• Walk around the room and view the items. Do one full loop around the room.

• Then, I want you to place a check mark on the THREE measures you feel are most important for you to see. So, if you could only see three of these, which would they be? It's important that you only choose three because we are trying to help prioritize the information.

• I want you to also add a minus mark to the THREE you care about the least.

Let's get moving! Feel free to talk to your colleagues as you browse. Let me know if you have questions about the terms. I have a glossary up here!

[After 13 minutes, ask attendees to take their seats]

[Script continues]

Now, let's move on to activity two!

Activity 2: You Build It (20 minutes)

Facilitator: Now I want to hear from you about what you want to know when you are researching a school and what information you want to know about your child's current school.

Here are the instructions:

• At your table, you will worksheets that you will use for this activity. If you need another worksheet to complete your brainstorming, let me know!

• Designate a notetaker for your table. They will complete your table's worksheets as you have your discussion.

• Please have a group conversation about what is important for you to know about a school? What data would you expect to see in that category?

• As you think of information and data, write them down on your worksheet. There are a couple of examples on the worksheet to get you started.

[Spend 15 minutes on the group activity, then share out for 5 minutes.]

Facilitator: I love the conversation and ideas I'm seeing. Let's share out on a few ideas. Will each group stand up and name one big idea?

[Share out occurs.] [Collect sheets]

Group Discussion (8 minutes)

Facilitator: We've done a lot today! Thank you so much for your honesty and engagement. As we come to a close, I want to ask you two questions as a group:

• What is the best way to keep you informed about the school report card moving forward?

• How would you prefer to receive information about the performance of your child's school?
   *Suggestions if needed: online, email, text message, letter sent home

[Note taker should jot down responses in the feedback collection tool.]

Conclusion (2 minutes)

Facilitator: Thank you so much again for your participation today. All of the feedback we collected will be sent to OSSE. Over the next few months, OSSE will analyze all of the feedback from these sessions and an online survey and make decisions on the content and design of the school report card. A report detailing the sessions and the decisions will be available soon. If you've provide your email or mobile number, you'll recieve report outs via email or text. That's all for today, everyone! Thank you for coming and have a great rest of your day/evening.

After your session: Head over to the online Toolkit to submit your feedback and session information.