**ESSA Stakeholder Feedback Sessions**

**Agenda for Facilitators**

*(Note- timing/structure detailed below is meant to serve as an example, states should adjust as needed )*

**Objectives for Stakeholder Engagement:**

* Inform the community about the state’s ESSA guiding principles, any relevant updates in ESSA policy and approach to ESSA requirements, especially in specific issue areas;
* Collect feedback on how to improve the state education system using the new tools available in ESSA; and
* Establish long-term and mutually beneficial relationships with stakeholder for feedback on the state’s plan and help implementing the plan.

**Full Meeting Agenda:**

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| Time | Agenda Item | Facilitation Notes |
| 5:30-5:45 | **Check-in** | * Facilitators pick up materials. Check for: Note taking templates; Exit Tickets; Topical one-pagers; Facilitation guide (this document); and pens. Check to make sure you know where your session is and for posted signs.
* Note-takers assigned and meet up with facilitators.
 |
| 5:45-6:00 | **Informal welcome** | * Facilitators/note-takers/staff welcome stakeholders
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| 6:00-6:20 | **Introductory Session** | * Welcome & Introduction to ESSA (15 min)
* Education First Overview of meeting (5 min, flow of show)
 |
| 6:20-6:25 | **Transition to Breakout Sessions** | * Participants self-select their first breakout session. Breakout sessions are: 1) Accountability; 2) Assessment; 3) Educator and Leader Dev’t; 4) Whole Child; 5) School Improvement
 |
| 6:25-6:35 | **Breakout Session 1 Topic Presentation**  | * Short presentation building on one-pagers, including:
	+ Introduce exit tickets for reflection/feedback
	+ What SEA is doing now in this topic area & new opportunities/requirements in ESSA
	+ Q & A (for clarification only)
 |
| 6:35-7:05 | **Breakout Session 1 Feedback** | * Chair/Co-chairs facilitate discussion based on questions from work group
* Participants complete an exit ticket / Facilitators collect comments cards

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| 7:05-7:10 | **Transition** | * Participants self-select their second breakout session
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| 7:10-7:20 | **Breakout Session 2 Topic Presentation**  | * Facilitated by co-chairs or SEA staff (repeat of session 1)
 |
| 7:20-7:45 | **Breakout Session 2 Feedback** | * Chair/Co-chairs facilitate discussion based on questions from work group
* Participants complete an exit ticket
 |
| 7:45-7:50 | **Transition** | * Participants return their attention to the podium for a full-group wrap-up

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| 7:50-8:00 | **Wrap Up** | * Thank you/Conclusion (Q & A, time permitting)

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| 8:00-8:15 | **Check-out** | * Facilitators and note-takers return materials and drop off/email notes
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**Facilitator Guide for Breakouts**

***Facilitators are ambassadors for the process. Welcome feedback, and keep the conversation moving.***

Materials: Session signs, topic area one-pagers, facilitation guide, exit tickets, note-taking template

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| --- | --- | --- |
| Time | Agenda | Facilitation Notes |
| 5 min | Transition | * Facilitators move to breakout area/room to welcome participants
* Participants self-select 1 of 2 breakout sessions
* Participants sign into feedback sessions
 |
| 10 min | Topic Overview | * **Introduction by facilitator**
	+ **Welcome** everyone to this breakout session
	+ Please make sure you **sign-in** to this session
	+ I’m excited to dig in and look forward to your feedback.
	+ **My name is…, My job is…, My role on the ESSA team is…**
	+ I’ll give a short overview of the topic so we are all on the same page and then we’ll have a full 30 minutes for your feedback.
	+ **We want to hear from as many people as possible**; thanks helping with that.
* **Collecting feedback: Note-taker & exit tickets**
	+ We have a **note-taker** to be sure we capture what you say here.
	+ We have **exit tickets** so that you can provide additional feedback on this specific topic. (Note: OK to repeat feedback on exit tickets.)
* **Topic overview: Refer to one-pager** but don’t feel like you have to know everything!
	+ What the state is doing now in this topic area
	+ New opportunities/requirements in ESSA
	+ Q & A (for clarification only, but OK to “find out and get back to you.”)
 |
| 20 min | Feedback | * **Chair/Co-chairs begin feedback by reviewing the questions** from the working committee. Start with the first question and invite feedback. Repeat, being sure to cover all questions (questions can be found the Note-Taking Template)
* **Feedback facilitation tips:**
	+ **Listen actively**; don’t try to solve the problem.
	+ Give everyone an opportunity to speak, if possible.
	+ **Ask for clarification** as needed, but don’t get stuck in the weeds.
	+ **Be open** to the conversation moving in a different direction.
	+ Leave enough time at the end to catch any final new ideas.
* **Encourage participants to complete an exit ticket.**
* **Close with appreciation and next steps:**
	+ Thank you for participating.
	+ After first breakout session: Participants move to another topic session.
	+ After second breakout sessions: Participants return to whole group for wrap-up and close.
 |
| 5 min | Transition | * **Collect exit tickets**
* After second break-out: clean up notes (or check-in on note-taker and email to \_\_\_\_\_)
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