



Meeting Agendas for Collaborative Action Planning

May 2019

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Getting Started:

- Convene a planning committee.
- Review meeting agendas.
- Identify a facilitator.
- Establish a timeline for meetings.
- Develop invitee list.
- Send the Save the Date(s).
- Identify space (with seating at tables).
- Develop and send invitations.
- Join NCECF/DPI/EdCounsel Office Hours for additional technical assistance.
- Gather needed materials.
- Plan for snacks or drinks, if desired and feasible.



Meeting 1: Kicking Off Collaboration

*Agenda is designed for a 2 hour meeting, with a focus on small group work. Overarching goal of the day is to **engage community partners, begin to develop a shared understanding of community needs and plan for future actions together.***

Meeting Goals:

- Continue to build collaboration skills.
- Make progress on commitments.

Logistics:

- Set up room with tables, each with no more than five seats.
- Place blank flip chart pages and markers/pens on each table.
- Identify a facilitator in advance to help move conversations along and provide an overview of what the team accomplished at the regional meeting in February.
- Each table/group will need a notetaker.

I. Introductions/roles (15 minutes)

- Organizers will welcome attendees, provide an overview of the agenda, and present the goals for the day.
- At each table, participants will introduce themselves with name, job title and organization.
- Proposed icebreaker: Ask each person to share something they are proud of in their work with children over the last twelve months and why.
- Establish norms for the group. Examples:
 - Assume the best of each other.
 - Ask questions for clarity.
 - Keep your focus in the room.
 - Learn from each other.
 - Dream big.
 - Have fun!

II. Identifying community needs and goals (1 hour)

Table groups will work together to understand community data and talk about what that means for their individual visions for children and families in their community.

Part 1. Visualization: What does a child look like who is ready to succeed in school? (45 minutes)
(This is a multi-stage group visualization exercise. See example of drawing below.)

- Stage 1: In each group, have participants draw a picture of a child that they think is ready to succeed in school. Have the group discuss what will make the child successful, and through words and drawings, illustrate the picture to demonstrate what it means for a child to be ready to succeed in school (focus on adjectives).



- **Stage 2:** After groups have drawn and described their pictures, have them go back and brainstorm the kinds of data that match the adjectives (for example: “safe” might mean low crime rates, or school surveys demonstrating how children feel at school). Remind participants that there are numerous systems whose job it is to prepare children for success – health systems, parent support systems, early education systems, etc.
- **Stage 3:** Have each group make a short (no more than seven minutes) presentation to the room about their picture, adjectives and data brainstorming. *[Note: this is “judgement free” and a true brainstorming activity.]* Allow other groups to ask questions or comment as needed.

Part 2: Group conversation with notetaker (15 minutes):

- Given the issues raised, what systems and programs do we have that are responsive to the needs of our children?
- Based on the data and information we have about children and families, what kind of programs or supports are we missing?
- What kinds of data should we have about children and families?

III. Review the Problem of Practice (45 minutes)

- Facilitator shares process of developing the Problem of Practice at the regional meeting. (see *Selecting a Problem of Practice* handout)
- Community’s chosen PoP
 - Why was this PoP chosen?
 - Does it reflect the data and people’s lived experience?
 - How can it be more specific?
 - Is this still the right PoP?
 - Are the right people in the room?
 - What resources are needed?
 - What will be different if this PoP is addressed and resolved?

IV. Homework/Next Steps

- Brainstorm strategies and resources for making change towards the PoP and bring them to the next meeting.



Meeting 2: Our Problem of Practice

*Agenda is designed for a 2-3 hour meeting, with a focus on large group work and **creating an actionable plan that can be supported by all actors in the community.***

Meeting Goals:

- Continue to build collaborative relationships.
- Revise Problem of Practice and begin to develop action plan.

Logistics:

- Set up room with tables, each with no more than five seats.
- Display drawings from first meeting on the walls.
- Place blank flip chart pages and markers/pens on each table.
- Identify a facilitator.
- Identify community members to discuss their strategic plans.

I. Welcome and introductions (15 minutes)

- Organizers will welcome attendees, remind them of the overall goals of the process, and provide an overview of the agenda.
- Review established norms and revise if needed.
- At each table, participants will introduce themselves with name, job title and organization.
- Proposed icebreaker: Share a favorite children's book.
- Discuss process for getting to consensus on the revised problem of practice. Examples:
 - thumbs up, down, sideways; gradients of agreement (1-5); dots voting

II. Review PoP and adjust, as needed (15-30 minutes)

- Facilitator reviews the problem of practice, asks for any input based on last meeting.
 - Core questions for review:
 - Does the PoP address the issues identified in the last meeting through data and lived experience?
 - Can the participants act on the PoP? Who else is needed?
 - Are additional resources needed to act on the PoP?
- Through consensus review process, adopt the Problem of Practice.
 - If there are concerns, work through various options:
 - Continue to revise PoP.
 - Get temporary agreement to move forward.
 - Identify concerns and receive permission to table at this time.
 - Establish subgroup to address concerns.
 - Simplify PoP to eliminate areas of concern.



III. Complete the Community Action Plan Template (1-2 hours)

Part I: Strategic Plans (30-45 minutes)

- Facilitator provides overview of the community action plan.
- Each community member whose organization has an action plan or strategic plan presents it, including *at a minimum*:
 - Head Start
 - Smart Start
 - NC Pre-K
 - Title I/LEA

Part 2: Developing a Community Action Plan (30-45 minutes)

- Facilitator presents the action plan from the regional meeting (whatever of it was completed).
- Full group conversation:
 - What information is needed or missing?
 - Identify additional strategies.
- Assign one strategy to each table. Participants can change tables to work on the strategy they know the most about or are the most excited about.
- Table conversations:
 - Propose outcome measures for each strategy.
 - Identify tactics for each strategy, including:
 - Who is responsible?
 - What activities are already happening that support the strategies?
 - What additional resources are needed? How will they be obtained?
 - How will additional stakeholders be included?
 - What is the timeline for progress?
 - How will community members work together?
 - How will issues be resolved?

Part 3: Adopting the Community Action Plan (15-30 minutes)

- Table groups present their work to the full group.
- Using the consensus building process that was chosen, group will adopt the plan language and individual strategies.

IV. Homework/Next Steps (10 minutes)

- What else do you need to know to make progress?
- What are agencies currently doing to make change?
- What resources do agencies currently have or are on the horizon to address PoP strategies?



Meeting 3: Completing the Action Plan

*Agenda is designed for a 1.5 hour meeting, with a focus on large group work and **making progress on an actionable plan to be supported by all actors in the community.***

Meeting Goals:

- Continue to build collaborative relationships.
- Revise action plan and begin to implement.

Logistics:

- Set up room with tables, each with no more than five seats.
- Display drawings from first meeting on the walls.
- Display consensus Problem of Practice.
- Place blank flip chart pages and markers/pens on each table.
- Identify a facilitator.
- Identify community members to discuss various strategic plans.

I. Welcome and introductions (15 minutes)

- Organizers will welcome attendees, remind them of the overall goals of the process, and provide an overview of the agenda.
- Review established norms, revise if needed.
- At each table, participants will introduce themselves with name, job title and organization.
- Proposed icebreaker: If you could travel anywhere in the world, where would you go, and why?

II. Review Action Plan and Strategies (60 minutes)

- Review current activities of each partner that relate to the PoP.
- Identify clear responsibilities for each strategy.
- Review current resources for addressing PoP activities.
- Discuss additional resources.

III Homework/Next Steps (15 minutes)

- Determine how the group will share proposed final action plan with strategies with additional community stakeholders and collect their feedback.
- Share final action plan with Mandy Ableidinger at NCECF:
mableidinger@buildthefoundation.org



Meeting 4: Moving to Action!

*Agenda is designed for a 1.5 hour meeting, with a focus on **creating formal processes to move the plan forward.***

Meeting Goals:

- Continue to build collaborative relationships.
- Revise action plan and begin to implementation process.

Logistics:

- Set up room with tables, each with no more than five seats.
- Display drawings from first meeting on the walls.
- Display consensus Problem of Practice.
- Place blank flip chart pages and markers/pens on each table.
- Identify a facilitator.
- Provide a copy of the action plan for each participant.
- Provide cake/cupcakes/celebratory decorations if desired and feasible.

I. Welcome and introductions (15 minutes)

- Organizers will welcome attendees, remind them of the overall goals of the process, and provide an overview of the agenda.
- Review established norms, revise if needed.
- At each table, participants will introduce themselves with name, job title, organization.
- Proposed icebreaker: What is your favorite way to celebrate?

II. Review Action Plan and Strategies (45 minutes)

- Review current activities of each partner that relate to the action plan.
- Review responsibilities for each strategy, make changes as needed.
- Document current status/successes.
- Share opportunities to include action plan steps in each organization's strategic plan or planning process.

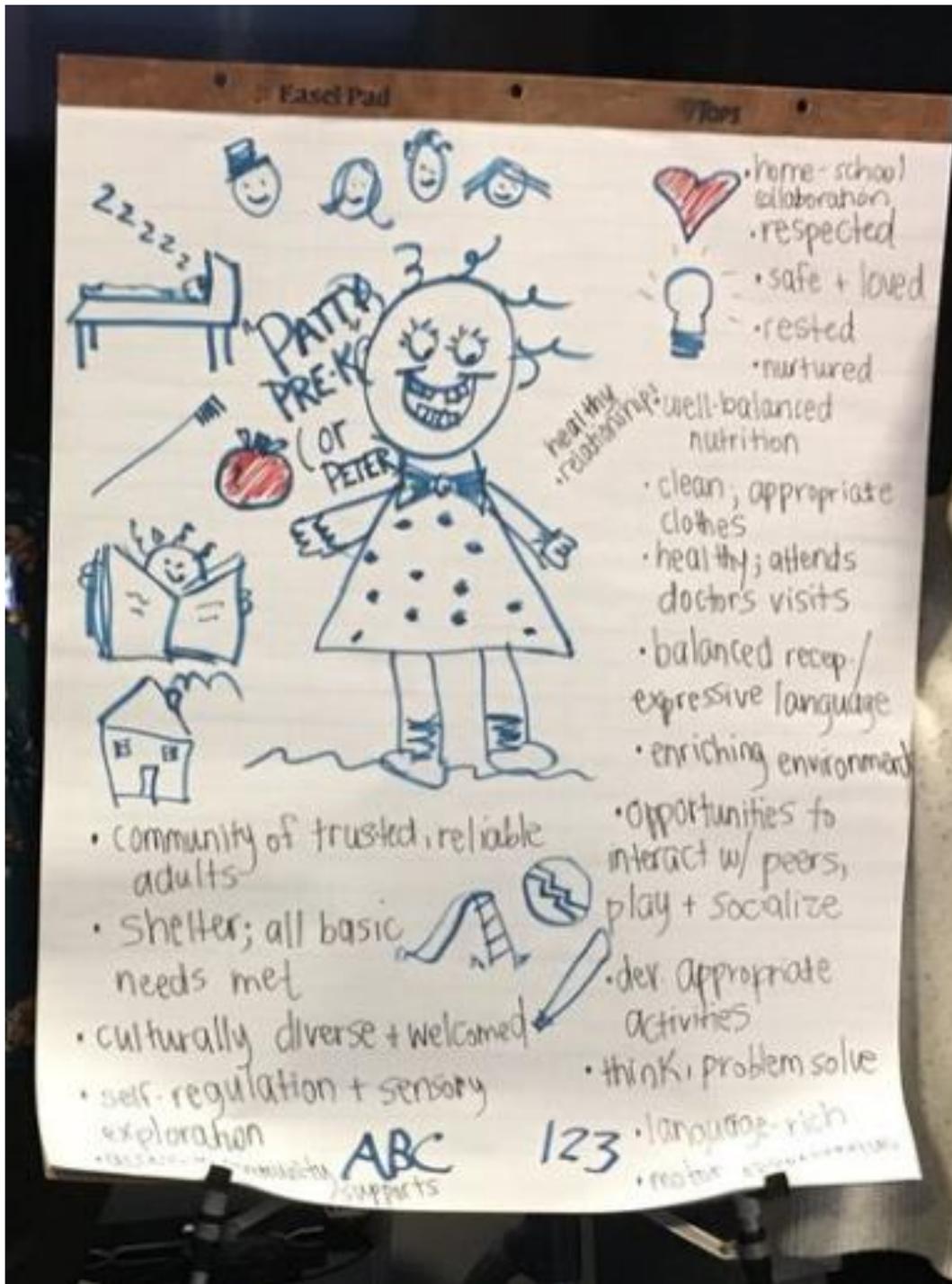
III. Celebrate and Next Steps (30 mins)

- Have each participant say what they are most excited about doing (either through this process or moving forward).
- Ask for and document commitments and next steps—this can be either at tables or whole group.
- Celebrate the group work to date.
- Plan for regular meetings moving forward.

IV. Homework

- Document to the group how the action plan is included in each agency's strategic plan or local ESSA plan.

Sample Visualization: What does a child look like who is ready to succeed in school?





Selecting a Problem of Practice

A problem of practice is a puzzle, an issue that raises questions, an idea that seems to have conceptual gaps, something about process or product that you just can't figure out. It is often a dilemma that crosses over many parts of the educational and leadership processes.

We will start with a description of a problem of practice. You might want to write your description, including as much context as you feel is needed for your peers to understand the problem. One page is generally sufficient; even a half page is often enough. If you prefer not to write it out, you can make notes for yourself and do an oral presentation to the group.

End your description with a **specific question**. Frame your question thoughtfully. What do you *really* want to know? What is your real dilemma?

The following process may be helpful as you identify and prepare your problem of practice:

1. Identify your problem of practice.

Sample criteria:

- Is it something that is bothering you enough that your thoughts regularly return to it?
- Is it an issue that is not already on its way to being resolved?
- Is it an issue that does not depend on getting other people to change? In other words, can you affect the problem of practice by changing your own practice?
- Is it something you are actually willing to work on?

2. Do some reflective writing/thinking about your problem of practice.

Sample questions for reflection:

- Why is this issue a problem of practice for you? Why is it important to you?
- If you could take a snapshot of this problem of practice, what would you/we see?
- What have you done already to try to remedy the problem? What have been the results?
- Who do you hope changes? Who do you hope will take action in order to resolve this problem of practice?
 - If your answer is not you, you should change your focus. You will want to present a problem of practice that is about *your* practice, actions, behaviors, beliefs, and assumptions.
- What do you assume to be true about this problem, and how does that influence your thinking?

3. Frame a focus question for your Consultancy group.

- Put your problem of practice into question format. Try to pose a question around the problem of practice that you think gets to the heart of the matter. This question will guide the group in their discussion of your problem of practice.

4. Critique your focus question.

- Is this question important to my practice? Is this question important to student outcomes?

To get the most out of this experience, bring something that is authentically puzzling you about your practice. It can feel harder to do, but you will learn so much more.



Crosswalk of Strategic Planning Tools

Community Action Template	LEAs		Head Start	Smart Start
Source: ESSA & Early Learning Meeting	<i>Source: Needs Assessment</i>	<i>Source: Planning Tool</i>	<i>Source: Program Planning</i>	<p>The North Carolina Partnership for Children supports local partnerships by sharing a variety of strategic plan templates. Local partnerships determine what format best works for them.</p>
Problem of Practice		Plan Item	Goal	
		Description	Objective	
Expected Outcome/ Performance Measures		Performance Measure	Expected Outcome	
Progress Measures			Data, Tools or Methods for Tracking Progress	
Strategies Our Community Will Adopt to Make This Change	Strategies/Activities		Action/Strategy	
Currently in agency/program workplan?				
Person(s)/Agencies Responsible	Who is responsible		Person(s) Responsible	
	Timeline/Target Date		Timeline	
Resources for Implementation	Resources/Supports Needed			
		Fiscal Resources	Financial Supports	
Status	Evidence of Completion		Evidence	



Community Action Plan Template

Problem of Practice: <i>As a community, what is our vision for change? How can we improve transition, family engagement, and/or professional learning systems to better serve children and families?</i>						
What Strategies Will Our Community Adopt to Make This Change? <i>What will be done, when, and by whom</i>	Expected Outcome/ Performance Measures <i>What do you want to see happen from each strategy?</i>	Progress Measures (Data, Tools, Methods for Tracking Progress) <i>What activities will you conduct to implement the strategies and realize the outcomes?</i>	Currently in agency/program workplan?	Resources for Implementation <i>The staff, technical assistance (both short-term and long-term), and financial resources allocated or needed to support this initiative</i>	Person(s)/Agencies Responsible	Status