Great public schools engage with families and communities to collaborate on learning, advocacy, and securing resources. Hosting a My School, My Voice meeting is a great way to work together to make these important decisions. The transformation into a great public school requires leadership and we are thrilled you are taking the lead. It starts with one small step: getting buy-in at the school level. Below, you will find helpful instructions and a sample agenda.

**HOW TO PLAN YOUR MEETING**

**Three weeks before your meeting:**

- Complete the **Opportunity Checklist**. This will familiarize you with the digital resources that participants receive after the meeting.
- Talk to other interested educators or someone from your school’s administration, to find out about relevant materials, upcoming events, and parent groups in your school community.
- Attend an upcoming community or school meeting, where you can network and gather contact information. Ask for time to speak at their next meeting or invite them to your own My School, My Voice meeting. Flexibility is key here! Consider if you use an existing structure or create your own to organize with families and community members.
- Secure a meeting date, time, and location that is best for your school community if you are hosting your own meeting. **Is the meeting at a time that can accommodate most work schedules, such as before or after school? Will you have access to a projector, tables, chairs, and space to provide snacks?**

**Two weeks before your meeting:**

- Personally contact families and community leaders to invite them to your upcoming meeting. Prepare a 30 second ask explaining why you care about your school community and why they should attend your meeting. A sample script is provided below to help:

  **Facilitator:** “Hello ___ (their name), how are you? I recently filled out the **Opportunity Checklist** and noticed important areas where we can grow. I have been a part of this school community for ____ (time period) and know that we can be a great public school. Can you join me to discuss how at the My School, My Voice meeting on ____ (day and time) happening in ____ (location)? We will have discussion, snacks, and talk next steps (Pause for response). Great! I look forward to seeing you there.”

- If you are connected to a larger school, you may want to ask a couple of committed parents or other educators to assist you in inviting people to the upcoming meeting over the course of a few days.
A week before your meeting:
▶ Send out a reminder email to your contact list for those who agreed to participate; send a separate email to the overall contact list with meeting logistics. You also may want to use social media to promote the meeting.
▶ Prepare to have plenty of snacks, and drinks, and verify building access, and technology support.
▶ Practice connecting people to why it is important to lead for great public schools: Can you tell your story in 60 seconds? What do you notice about opportunity in your school community? The Your Voice Matters: Conversation Starters may be helpful here.

The day before your meeting:
▶ Text and remind attendees about your My School, My Voice meeting.
▶ Print out needed My School, My Voice materials, meeting signs, and meeting flyers. Useful brochures, information about the new federal law, and other fun materials can be found in your My School, My Voice Family & Community Engagement Kit.
▶ Practice walking participants through filling out the Opportunity Checklist online with a laptop and phone at myschoolmyvoice.nea.org. This is the best way to complete the checklist, to ensure that participants receive resources directly based on their responses.

The day of your meeting:
▶ Begin setting up at least 45 minutes before the start time, leaving plenty of time if you are using technology. Place signs around the building, including those directing participants to the meeting room, and sign-in sheets in the front near snacks.
▶ As people arrive, welcome them and hand them a My School, My Voice commitment card. You will want to contact people afterward; similarly, you will want to follow up with those who were unable to attend.
▶ Start your meeting on time! Honor everyone's time and allow adequate time to discuss checklist responses.
▶ Participants can work with you to review responses and issues raised during your meeting.
▶ Remind everyone to fill out a commitment card! Again, this card is important as you consider next steps and follow up with your local association.

The day after your meeting:
▶ Send an email thanking everyone for attending and participating. This creates a positive impression and increases the likelihood of continued participation!
▶ Review the sign-in sheets and any notes that attendees left you during the meeting. People often write that they are interested in a certain topic or want to follow-up individually with a question. You may also be able to identify parents, students, educators, or neighbors who are passionate and willing to take on a leadership role with you.
▶ Follow up with your local education association, parent group, or community organization that you are part of to provide a meeting update. Invite them to join your efforts! Set a date to discuss next steps and additional My School, My Voice resources that are needed, e.g., the Opportunity Audit, for a closer look into issues identified using the checklist.
▶ Complete a brief survey (go to www.nea.org/eppfcesurvey), which registers you to receive the results of the Opportunity Checklists that were completed during the meeting and enables you to request additional supports that you may need for any follow up actions.
The week after your meeting:

- Identify a core group of parents, community organizations, and educators who participated in the initial meeting so that they can move the work forward. Invite them to a longer meeting, to review the Opportunity Checklist responses in greater detail.

- This core group will begin the process of using the Opportunity Audit, a My School, My Voice tool that identifies solutions through a needs assessment process.

### SAMPLE AGENDA

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<th>AGENDA ITEM</th>
<th>DETAILS</th>
<th>GOALS</th>
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<tbody>
<tr>
<td>Welcome &amp; Introductions</td>
<td>Use this time to learn more about your participants and set goals for the meeting – to use the Opportunity Checklist to discuss the needs of the school community.</td>
<td>• Have a sense of who is in the room. • Reiterate the importance of signing in and completing commitment cards. • Break the ice using an activity to engage all participants and build a sense of community.</td>
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<tr>
<td>Working Together: Filling out the Opportunity Checklist</td>
<td>You will want to open this time by explaining what you have identified as strengths and challenges within your school community. Show the Opportunity Checklist and explain that it is a short tool to learn more about what is available to students in your school.</td>
<td>• Show participants where to find the Opportunity Checklist. • Complete the checklist as a group.</td>
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<td>Group Discussion: Checklist Feedback &amp; Experience</td>
<td>Select a few participants to share their results and discuss the experience of completing the checklist. Be open to frank conversation.</td>
<td>• Lay the foundation for building a team. • Help participants feel comfortable discussing their feedback.</td>
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<td>Next Steps: Creating Opportunity</td>
<td>Summarize some of the group’s findings and discussion. Explain this meeting is the beginning and that the group will meet again to flesh out their responses and create a plan of action together.</td>
<td>• Reassure the group that this is a team and not a one-off meeting. • Remind participants to sign in, complete commitment cards and give them to the meeting host before leaving. • Allow that some people may not feel comfortable expressing themselves publicly. Offer to accept notes with additional feedback and comments.</td>
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