

# Positively Engaging Our Community



MSBA Phase IV

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# 1. Listening Time

## Purpose

- Opportunity for stakeholders to present comments, concerns, questions and ideas to representatives of the school board & administration



## Logistics

- 6:00 – 6:50 pm (before the first school board meeting of the month)
- Small Groups—Informal seating around table(s)  
Large Groups—Podium and Mic
- Not televised

## Attendance

### ■ Stakeholders

Parents, students, staff and community  
No appointments necessary

### ■ School Board

3 board members (rotating)  
Rotating board member facilitates discussion

*Others free to ask questions & problem solve*

### ■ Administration

Superintendent  
2 Administrators (rotating)  
Additional staff and materials as needed to address issues

## Procedure

### 1. Visitors fill out participation form

Name, address, phone, email, topic to discuss, background/details/comments

### 2. Facilitator

- Welcomes and makes introductions
- Explains format

Will listen to district matters that are not confidential

Time for addressing issues is allocated  
depending on attendance and number of issues

Large groups with the same issue select a few speakers

### Listening Time continued

Procedure-continued

**3. School board and staff listen,  
asking clarifying questions as needed**

*"Could you give me an example?"*  
*"Can you describe exactly what happened?"*  
*"Who is affected by this?"*  
*"Can you tell me more about that?"*  
*"What action, if any, would you like to see taken?"*

*What do they want?*



**4. School Board and staff respond**

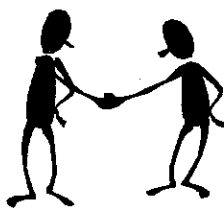
- Simply thank the person
- Provide additional information
- Appoint someone to follow-up on issue

**5. Facilitator completes log book**

### Reporting to Public

- Summary report is provided during the regular school board meeting
- Avoid using people's names
  - "A parent...."*
  - "A community member..."*
- Follow-up, if needed

### Experiences



- Allows informal discussion
- Promotes mutual understanding
- Good for those uncomfortable with open mic
- Avoids grand standing
- Builds relationships with community members



# Robbinsdale Area Schools School Board Listening Time Participant Log

Date	Individual & Contact Info	Description of Comments/Concerns	Follow-Up Action	Completed

## 2. Group Dialogue

### DIALOGUE

*"A frank exchange of ideas or views on a specific issue in an effort to attain mutual understanding."*

*Webster's Dictionary*



### Purpose

- Opportunity for the school board and administration to talk with selected groups of people about issues pertinent to the school district

### Logistics

- 5:30 – 6:50 pm (before second school board meeting of the month)
- Informal seating around table(s)
- Name tags tents for all participants
- Light meal is provided

### Attendance

#### ■ Potential Groups

Students	Staff	Parents	Committees	Community	Government
Middle School High School Adult Learners Student Advisory to the Board of Education	Teachers Union Reps Principals Child Nutrition Extra-curricular Community Ed	PTA/PTO Interschool Council English Language Learners Booster Clubs	Career & Tech CAPP (Arts) Community Ed ECFE Senior Advisory Desegregation Legislative Action Committee Foundation Special Ed Systems Accountability	Business Leaders Realtors Families with no children Families with children not in district Seniors Alumni Media	City Reps Park and Rec Legislators

#### ■ School Board

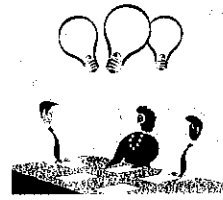
7 board members  
Rotating board member facilitates discussion

#### ■ Administration

Superintendent and administrators as appropriate

### Group Dialogue continued

#### Procedure



#### 1. Prepare agenda

School board, administration and group representative prepare agenda

Agenda format options

##### ■ General open discussion—4-5 questions

Warm-Up Questions

*"What have been the highlights of the year so far?"*

*"What are you most proud of?"*

*"What's new for this year?"*

Main Questions

*"What could we do better to help all students succeed?"*

*"Please tell us about your programs."*

*"What are the challenges you face?"*

*"How do you measure the success of your programs?"*

*"What are the strengths and weaknesses of your program/school?"*

*"What do you see as the district's greatest attributes?"*

*"What do you see are the challenges facing the district this year?"*

*"Please share your thoughts on...?"*

Next Step Questions

*"How can the board best support you?"*

*"What might make the partnership with the district work better?"*

*"What would help to...."*

*"How can we address these challenges?"*

##### ■ Discuss specific issues

Student Advisory to the Board of Education

- Creating our Future Together

Strengthening Our Relationship

Setting goals for 2007-08

- Welcome to Our World-

YouTube, MySpace, Face Book demonstrations

##### ■ Presentation by group followed by discussion

#### 2. Group members sent invitation including the agenda

### Group Dialogue continued

Procedure-continued

#### 3. Greet group members & share light meal

#### 4. Facilitator

- Welcomes and makes introductions
- Explains format
- Leads group through the agenda
- Handles challenges
- Closes by going once around the table asking participants for closing comments
- Thanks participants



### Reporting to Public

- Summary report is provided during the regular school board meeting
- Avoid using people's names
- Follow-up, if needed

### Experiences

- Provides informal discussion and information exchange
- Promotes mutual understanding and problem solving
- Builds relationships with group members



