

## Local School Council Culture & Climate Assessment

### Facilitator Guide

#### Facilitator Role:

- Encourage input from all members in the room and ensure that everyone feels welcomed to share.
- Uphold group values throughout the activity.
- Provide support to table hosts.
- Move conversation along at times when consensus is not possible.
- Ensure that the group completes the exercise in full and leaves on time.
- Push collaboration during this exercise.

#### Additional People Needed:

- 3 Table Hosts
- 3 Table Notetakers
- 1 Harvest Notetaker

#### Supply List

- Flipchart Paper (At least 12 sheets)
- Markers (At least 15)

Topic	Time	Facilitator Actions
Welcome & Hospitality	10 min	<ul style="list-style-type: none"> <li>▪ Welcome everyone into the space.</li> <li>▪ Direct guests to sign-up sheet &amp; seats.</li> </ul>
Introduction, Icebreaker & Group Values	20 min	<ul style="list-style-type: none"> <li>▪ Allow the group to establish how they will interact with one another.</li> </ul>
Table Share & Harvest (Three Rounds)	75 min (25 min each)	<ul style="list-style-type: none"> <li>▪ Instruct facilitated conversations at your table.</li> <li>▪ Allow each table to quickly report to the whole group before switching to the next table.</li> <li>▪ Direct groups to move between tables clockwise.</li> <li>▪ <i>This will be led by table hosts.</i></li> </ul>
Check Out Question, Closing Remarks & Large Group Harvest	15 min	<ul style="list-style-type: none"> <li>▪ Ask the large group to share one-word reflections.</li> <li>▪ Share specific requests &amp; next steps.</li> <li>▪ Ask guests to write how they would like to help the school moving forward.</li> </ul>



Time	Agenda Item	Role	Notes/Needs
5:45 p.m.	Room Setup	Harvest Notetaker	<Place flipcharts so that everyone in the room can see them. Have a marker handy.>
	Table Prep	Table Host	<Collect your flipchart paper with your table questions written on it. Lay it at your table in preparation for the activity. Have markers for everyone at your table.>
6:00 p.m.	Welcome	Facilitator	<p>&lt;Start meeting.&gt; Greeting notes:</p> <ul style="list-style-type: none"> <li>- Welcome! We thank you for coming tonight.</li> <li>- My name is &lt;Your Name&gt;.</li> <li>- If you have not done so already, please sign in and find an empty seat at one of the <u>three activity tables</u>.</li> <li>- There are a number of LSC members in the room &lt;identify them&gt;. I speak for all of them when I say that we appreciate you all taking the time to join us tonight.</li> </ul> <p>&lt;Give a brief overview of your school's LSC and a couple of things that the council is currently working on.&gt;</p>
6:10 p.m.	Icebreaker	Facilitator	<ul style="list-style-type: none"> <li>- At this time, I would like you to find a partner. <u>Share with your partner a fond memory you have from this past summer.</u></li> </ul> <p><b><i>This icebreaker question is just a suggestion. Feel free to adjust as you see fit.</i></b></p>
6:20 p.m.	Group Values	Facilitator	<ul style="list-style-type: none"> <li>- Before we get into the activity, I would like us to take time to create group values, which will allow us to agree on how we would like to work with each other tonight.</li> </ul> <p>Start with these norms: &lt;These should be written out on flipchart paper.&gt;</p> <ul style="list-style-type: none"> <li>- Respect the opinions of others in the room.</li> <li>- Be present in the conversation. Please keep your phone silent and avoid side conversations.</li> <li>- Assume good intent from others.</li> </ul>
		Harvest Notetaker	<ul style="list-style-type: none"> <li>- &lt;Allow others in the room add or take away from this list as they prefer. Ask that everyone sticks to these values. Be prepared to hold those in the room accountable to abiding by these group values.&gt;</li> </ul>
6:30 p.m.	Explanation of	Facilitator	<ul style="list-style-type: none"> <li>- Now we will move into our main activity for the evening, a Culture and</li> </ul>

This exercise was adapted from the World Café: <http://www.theworldcafe.com>.

	<b>Exercise</b>		<p>Climate Assessment using a well-known model designed to lift up and empower the diverse voices of our school community.</p> <ul style="list-style-type: none"> <li>- This activity will enable our LSC and principal to assess the current school environment and understand your desire for future work.</li> <li>- Please be open during this exercise. This is an opportunity for you to offer your feedback. Be as honest as you feel comfortable.</li> <li>- As you may have realized, there are members of the LSC at each table. They will serve as your table hosts and notetakers. Your table hosts will help guide you through a <u>total of three</u> conversations as a group and your notetaker will take his/her notes from the conversation.</li> <li>- You will have 15 minutes to have a conversation with each other. Thoughts will be written on the flipchart paper on each table. When that time is up, each table will share with the room what themes came up in their conversations. You will then move around with the goal of finding yourself at a table with new people.</li> <li>- You will repeat this process until you have had <u>three</u> conversations, prompted by all three questions. When all <u>three rounds</u> are completed, you will stay in those seats until we finish the meeting. <ul style="list-style-type: none"> <li>- Let's begin our first round. Your first question is <i>&lt;tell group the first-round question.&gt;</i> I will bring us back together in 15 minutes.</li> </ul> </li> </ul>
6:35 p.m.	<b>Table Share (Round 1)</b>	<b>Facilitator</b>	<ul style="list-style-type: none"> <li>- <i>&lt;Each table should have the same question.&gt;</i></li> <li>- <i>&lt;Each table will already have flipchart paper and writing utensils. Each table host will present the question to the group and make sure that all ideas are captured.&gt;</i></li> <li>- <i>&lt;The question will also be displayed by PowerPoint.&gt;</i></li> </ul>
		<b>Table Host</b>	<ul style="list-style-type: none"> <li>- <i>Say hello to everyone. Allow everyone the chance to introduce one another.</i></li> <li>- <i>Read the question aloud.</i></li> <li>- <i>Allow participants to freely share and encourage comments from all members to keep the conversation flowing. Let them know you are expecting this to become a discussion, so they can comment as many times as they find necessary.</i></li> <li>- <i>When the 15 minutes are almost up, ask for a volunteer to share with the</i></li> </ul>



			<i>room what the group talked about.</i>
6:50 p.m.	Harvest (Round 1)	Facilitator	<ul style="list-style-type: none"> <li>- <i>&lt;Stop small group conversations and bring attention to the whole group.&gt;</i></li> <li>- You were having some great conversations. We are going to take a few minutes to share what we all talked about at our tables. Can we have a representative from each group volunteer to share some ideas that came out of your discussion?</li> </ul>
		Notetaker	<ul style="list-style-type: none"> <li>- <i>&lt;Allow someone from each table to briefly share ideas. Ideally each person will take no more than one minute to share. While ideas are being shared, write down a few key common ideas for the room to see.&gt;</i></li> </ul>
6:55 p.m.	Group Switch	Facilitator	<ul style="list-style-type: none"> <li>- <i>&lt;Instruct groups to rotate to a new table, encouraging them to find a table with individuals they have not yet talked to today. As soon as all group members have joined the new table, groups will complete the <b>Harvest</b> step again.&gt;</i></li> </ul>
		Table Host	<ul style="list-style-type: none"> <li>- <i>Say hello to everyone. Allow everyone the chance to introduce one another.</i></li> </ul>
7:00 p.m.	Table Share (Round 2)	Facilitator	<ul style="list-style-type: none"> <li>- <i>&lt;Each table should have the same question.&gt;</i></li> <li>- <i>&lt;Each table will already have flipchart paper and writing utensils. Each table host will present the question to the group and make sure that all ideas are captured.&gt;</i></li> <li>- <i>&lt;The question will also be displayed by PowerPoint. Read the question to the group.&gt;</i></li> </ul>
		Table Host	<ul style="list-style-type: none"> <li>- <i>Read the question aloud.</i></li> <li>- <i>Allow participants to freely share and encourage comments from all members to keep the conversation flowing. Let them know you are expecting this to become a discussion, so they can comment as many times as they find necessary.</i></li> <li>- <i>When the 15 minutes are almost up, ask for a volunteer to share with the room what the group talked about.</i></li> </ul>
7:15 p.m.	Harvest (Round 2)	Facilitator	<ul style="list-style-type: none"> <li>- <i>&lt;Stop small group conversations and bring attention to the whole group.&gt;</i></li> <li>- Now we are going to take a few minutes to share what we all talked about at our tables. Can we have a representative from each group volunteer to share some ideas that came out of your discussion?</li> </ul>

		<b>Notetaker</b>	<ul style="list-style-type: none"> <li>- &lt;Allow someone from each table to briefly share ideas. Ideally each person will take no more than one minute to share. While ideas are being shared, write down a few key common ideas for the room to see.&gt;</li> </ul>
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		<b>Table Host</b>	<ul style="list-style-type: none"> <li>- Say hello to everyone. Allow everyone the chance to introduce one another.</li> </ul>
7:25 p.m.	<b>Table Share (Round 3)</b>	<b>Facilitator</b>	<ul style="list-style-type: none"> <li>- &lt;Each table should have the same question.&gt;</li> <li>- &lt;Each table will already have flipchart paper and writing utensils. Each table host will present the question to the group and make sure that all ideas are captured.&gt;</li> <li>- The question will also be displayed by PowerPoint. Read the question to the group.&gt;</li> </ul>
		<b>Table Host</b>	<ul style="list-style-type: none"> <li>- Say hello to everyone. Allow everyone the chance to introduce one another.</li> <li>- Read the question aloud.</li> <li>- Allow participants to freely share and encourage comments from all members to keep the conversation flowing. Let them know you are expecting this to become a discussion, so they can comment as many times as they find necessary.</li> <li>- When the 15 minutes are almost up, ask for a volunteer to share with the room what the group talked about.</li> </ul>
7:40 p.m.	<b>Harvest (Round 3)</b>	<b>Facilitator</b>	<ul style="list-style-type: none"> <li>- &lt;Stop small group conversations and bring attention to the whole group.&gt;</li> <li>- are going to take a few minutes to share what we all talked about at our tables. Can we have a representative from each group volunteer to share some ideas that came out of your discussion?</li> <li>- &lt;Move on to the <b>Check-Out Question</b>.&gt;</li> </ul>
		<b>Notetaker</b>	<ul style="list-style-type: none"> <li>- &lt;Allow someone from each table to briefly share ideas. Ideally each person will take no more than one minute to share. While ideas are being shared, write down a few key common ideas for the room to see.&gt;</li> </ul>
7:45 p.m.	<b>Check-Out</b>	<b>Facilitator</b>	<ul style="list-style-type: none"> <li>- We are almost finished. I need you for just 10-15 more minutes. Now that</li> </ul>

	<b>Question</b>		<p>we have gone through the exercise, I would like to ask that you take a Post-It note and write your answer to the following question:</p> <ul style="list-style-type: none"> <li>- <b><i>In one word, how would you describe tonight's process?</i></b></li> </ul>
7:50 p.m.	<b>Closing Remarks &amp; Next Steps</b>	<b>Facilitator</b>	<ul style="list-style-type: none"> <li>- While you all complete that, I would like to take the time to thank you all for being great participants in this process. We will take your notes and use them to find common themes that will inform LSC decisions for the next school year.</li> <li>- <i>&lt;Any reminders&gt;</i> <ul style="list-style-type: none"> <li>- <i>Please complete the sign-in sheet.</i></li> </ul> </li> <li>- <i>Please contact me at [contact information] if you have any questions you would like to follow up on from tonight.</i></li> </ul>
7:55 p.m.	<b>Large Group Harvest</b>	<b>Facilitator</b>	<p>Lastly, as you leave tonight, please take a second Post-It note and write on it what you are willing to do to help the school best serve students, families, staff and community. When you are finished, please place them on the flipchart labeled "Large Group Harvest" near the door.</p> <p><i>&lt;Collect this after everyone has contributed. Record these electronically. This is a way to hold those in your school community accountable.&gt;</i></p>
8:00 p.m.	<b>Close Out</b>	<b>Table Hosts</b>	<i>&lt;Secure your table's flipchart. Make sure it is properly labeled and hand over to Notetaker. Clean up.&gt;</i>
		<b>Notetaker</b>	<i>&lt;Secure the harvest and table notes so that they can be used to create a memo. Clean up.&gt;</i>
		<b>Facilitator</b>	<i>&lt;Continue encouraging participants to contribute to the large group harvest as you begin to clean up.&gt;</i>