

- Purpose:** Host students, school staff, parents and caretakers to discuss school environment to inform an action plan for school improvement.
- How It Works:** Utilizing the World Café model, this exercise enables collaborative conversation. The Café is a flexible format that leads to active participation and helps the LSC make informed decisions for the school.
- LSC members serve as table hosts, where five to eight people are seated together to answer the question.
  - Table hosts encourage participation and help to maintain a comfortable setting.
  - Guests participate in three rounds of questions. Each round will last 15 minutes.
- After each round, a “harvest” of ideas occurs before guests rotate to a new table with a different set of people to discuss the next question.
- Questions:** Each table has its own assigned question.
1. What should be the school’s top priorities?
  2. What is going well at the school that you would like to continue?
  3. What programs, initiatives or projects are missing from the school?
- Application:** Notes are collected and analyzed by the LSC to find common themes, new ideas and areas of improvement. Feedback collected is utilized by the LSC to better understand the strengths and needs of the school. Principals & the LSC can use the findings to develop and evaluate the school’s Continuous Improvement Work Plan (CIWP).
- Key Outcomes:**
- Increased participation of parents, students and staff in the decision-making processes.
  - Increased visibility of LSC in school programming & events.
  - Assessment tool that may be used for principal evaluations or hiring.
  - Creation of an inviting and inclusive school environment.

## SAMPLE AGENDA

- 6:00 p.m.** Welcome/Hospitality
- 6:10 p.m.** Introduction & Purpose
- 6:15 p.m.** One-on-One Question: Tell your partner a fond memory from this summer.
- 6:25 p.m.** Explain Process/Establish Group Values
- 6:35 p.m.** 1st Round
- 6:50 p.m.** Tables Report Out (Harvest)
- 6:55 p.m.** Group Switch/Greetings
- 7:00 p.m.** 2nd Round
- 7:15 p.m.** Tables Report Out (Harvest)
- 7:20 p.m.** Group Switch/ Greetings
- 7:25 p.m.** 3rd Round
- 7:40 p.m.** Tables Report Out (Harvest)
- 7:45 p.m.** Close Out Question: In one word, how would you describe tonight's process?
- 7:50 p.m.** Closing Remarks/Next Steps
- 7:55 p.m.** *Large Group Harvest:*  
As attendees exit, each person leaves a Post-It note stating what they are willing to do to help the school best serve students, families, staff, and community. (i.e. Volunteer to lead an after-school group; share emails with my contact list.)