**COMMUNITY CONVERSATION**

**GUIDELINES FOR A TABLE HOST**

**The Goal of the Event:** To engage families and the community and to build the relationships necessary for inclusive practices to flourish.  Feedback and ideas will help Local Education Agencies and the community to identify actions to take over others and identify issues that should be considered.

**The Place:** [*Insert information about the place / day / time here*]. All are welcomed and encouraged to participate in authentic dialogue. We ask everyone to engage in deep listening and shared learning during and after the event.

**The Facilitators:** [ *Insert information about those who are hosting the event*].

**Our Time Together:** [*Insert the beginning time (i.e., 6:30 p.m.) and the amount of time the meeting will last (i.e., 90 minutes*]. Below is a set of guidelines for you to use as a Table Host. Use the guidelines and your good judgment and be aware of how the conversation is going at your table. The intention is to create a space where everyone feels comfortable in participating. All participants are also encouraged to write down their thoughts on the notepaper covering the tables and on note pads provided. Those will be collected for the harvest of ideas.

**Discussion questions:** These clean and open questions have been formulated to use to understand what matters to our community in a way that more than yes or no answers are required. Encourage all of the people at your table time to share their thoughts.

These questions will be presented to the group by the meeting facilitator, they are below for your reference.

* *What does inclusion and belonging look like, sound like, and feel like to you?*
* *What relationships are vital to develop and strengthen so that students can thrive as learners, future employees, and community members.*
* *As we move through this work together, what are we missing?*

**Specific Guidelines:**

* Seat 5 to 7 people at a table, including yourself.
* Welcome guests to the table. Encourage people to introduce themselves and their role in the community and reason for attending.
* The facilitator will start with an introduction question. This activity is designed to build trust at the table and gets people oriented to conversation. Following is the question that everyone will be asked.
  + *What wisdom do you bring to this conversation?*
* There will be two small group table discussions. Each one is scheduled for 20 minutes of conversation.
* People (including table hosts) are encouraged to write, doodle and draw their key ideas on the table covers. There will also be large sheets of paper and post it notes for people to use on the table.
* Invite the quiet voices, please make sure that everyone feels comfortable in contributing to the conversation. If the conversation diverts to a different topic not quite related to the question, gently bring the conversation back to the question.
* After each of the two rounds of conversation, there will be an opportunity of sharing insights and discoveries in a large group discussion. This is where we may see patterns begin to emerge.

**Group Agreements for the Community Conversation**

* Be inclusive and be sure that everyone is able to share.
* Speak from your own perspective and use “I” statements.
* Remember that everyone speaks from their own lived reality. Be willing to be uncomfortable, it is in these moments that we learn and grow.
* Listen to build understanding, learning from others.
* Respect confidentiality, personal information that is shared should remain in the meeting room.
* Enjoy the time together.

**Write, Doodle, Draw – Being creative on the table covering is encouraged!**