

Appendix 8. Community Conversation Virtual Event Protocol and Agenda

This protocol is designed to gather input from diverse partners to build a shared understanding of and commitment to inclusion. Each virtual Community Conversation will last approximately 1 hour and 45 minutes.

Protocol

GOALS

A Community Conversation creates an opportunity for participants to reflect on:

1. The role of inclusion in helping young people with disabilities develop as learners, future employees, and community members
2. The relationships and understanding needed for inclusive practices work to be successful

Engaging families and community members in a Community Conversation will help you understand:

- People's aspirations for inclusive practices
- People's concerns about inclusive practices
- How people think and talk about inclusion in relation to the community
- What changes are needed
- What people believe can be done and who they can trust to take action

PLANNING CONSIDERATIONS

- Forming a planning team
- Identifying and recruiting participants
- Identifying a facilitator
- Choosing a virtual platform
 - Consider capacity limits
- Planning for breakout rooms
 - Aim for five participants per breakout room
 - Identify breakout room hosts
- Accessible date and time

- Translation and interpretation
- Displayed materials (like PowerPoint slides) use strong contrast in text and background
- Capture the chat, notes from breakout room hosts, and notes from the harvest

FACILITATION STRATEGIES

- Set up the virtual space.
 - Consider accessibility needs for translation and interpretation, including close captioning.
 - Place participants in breakout rooms to ensure a diversity of roles (like families, educators, community members, community-based organizations, and business leaders) in each one.
- Establish group agreements and create a space of belonging.
- Create opportunities for interactivity and multiple modes of engagement that are accessible to diverse participants (individual reflection, small group discussion, large group discussion, and integrate learning).
 - Allow people to participate verbally and through writing in the chat.
- Ask the breakout room hosts to take notes and report out.
- Ensure there are clear opportunities for follow-up (like emails, text messages, or communications from the local education agency).

BREAKOUT ROOM HOST RESPONSIBILITIES

- Create a space where everyone feels comfortable participating .
- Share questions in the chat so all participants can see them.
- Encourage everyone to participate either verbally or by writing in the chat .
- Monitor the chat for comments and questions.
- Invite the quiet voices to share.
- If the conversation goes off topic, gently bring the conversation back to the question.
- Capture notes of what is shared verbally.
- Share out one or two themes in the large group share-out.

BREAKOUT ROOM HOST RESPONSIBILITIES

- Capture a transcript of the chat.
- Ask breakout room hosts to email all notes to the planning team.
- Email an evaluation to all participants. (The “Ticket Out the Door” document is available as a fillable PDF).

Agenda

1. Welcome and framing – slides 1–4 (5 minutes)

- a.** Review meeting goals and plan for today's session
 - i.** Share information about the Inclusionary Practices Project
 - ii.** Discuss what inclusion means to you
 - iii.** Get your thoughts and advice
- b.** Group agreements

2. Share information about the Community Conversation Process – slide 5 (3 minutes)

3. Share information about the Inclusionary Practices Project – slides 6–8 (7 minutes)

4. Breakout rooms, round 1 – slide 9 (20 minutes)

- a.** Share your name and your connection to our community
- b.** Small group discussion
 - i.** *What does inclusion and belonging look like, sound like, and feel like to you?*

5. Return to main room for large group share-out – slide 10 (10 minutes)

6. Break – slide 11 (5 minutes)

7. Share information on school, family, and community partnerships and about inclusion work in the district/school – slides 12–14 (10 minutes)

8. Breakout room, round 2 – slide 15 (15 minutes)

- a.** *What relationships need to be developed and strengthened so that students can thrive as learners, future employees, and community members?*
- b.** *What are we missing as we move through this work together?*

9. Return to main room for large group share-out – slide 16 (10 minutes)

10. Harvest – slide 17 (10 minutes)

- a.** Review key ideas, concerns, and common themes shared by all attendees
- b.** Ask participants to use the chat function to respond to the questions:
 - i.** *What did you hear today that resonates with you?*
 - ii.** *What ideas did you hear that we can work together to take action on?*

11. Closure, evaluation, thank you, and next steps - slides 18–19 (5 minutes)