



## **Cluster Meeting Facilitation Guide**

The general goal of cluster meetings is to build a networked learning community among team members from different schools so they can share their learning and encourage each other. The specific goal of this meeting is to introduce or reinforce the idea of working for continuous improvement in our family engagement work.

After a brief introductory community -building activity, spend no more than 10-15 minutes presenting the information on Slides 3-16. The goal is to first help participants understand or remind them of the importance of 9<sup>th</sup> grade attendance and course passing for student graduation outcomes. The next goal is to help them begin thinking about how they might use the continuous improvement process to introduce change ideas and examine the impact of those changes on the student outcomes they are seeking to improve.

Use slides 11 and 12 to illustrate the cycle of inquiry process. Emphasize the need to plan to collect information along the way that will help them evaluate the impact of their change efforts.

Slide 13 introduces a brainstorming session for the group about how they might begin to use previous research findings to develop a family engagement intervention idea. Some of the research evidence focuses on texts to parents from teachers or administrators. If this is too much of a stretch for the school to undertake, school leaders/teams might be willing to work on improving their outreach about accessing and using the parent portal to keep informed about student progress and give appropriate encouragements for students to complete assignments, etc. (Slide 14).

Slides 15-16 introduce the Plan Do Study Act Cycle. This is a good time to distribute the Cycle of Inquiry form that schools can use to document their process. It is important to emphasize that this process takes place over the course of at least several weeks. The meeting will provide time for teams to begin the planning process, which includes planning for the collection of information/data that will help the team analyze whether the change made a positive difference or not.



## AGENDA

- 3:00 pm            Welcome and Introductions  
                      Table Talk
- 3:10 pm            Cycle of Inquiry Introduction  
                          Research Findings  
                          Cycle of Inquiry Around Problems of Practice
- 3:20 pm            a. Cycle of inquiry Presentations  
                          (From volunteer school teams)
- b. Table cycle of inquiry discussions, using PDSA format
- 4:10 pm            Large Group Sharing from Cycle of Inquiry Discussions  
                          Next Steps
- 4:30 pm            Adjournment