COMING BACK TO CLIMATE:
MODEL AGENDA FOR DATA MEETING WITH PARENTS

HOW TO USE

Creating climate with community stakeholders requires consistent opportunities for community building, collaboration, and reflection. This document provides school leaders with sample objectives, key questions, and facilitation considerations to create improvement-oriented agendas over the course of the school year.

Coming Back to Climate highlights how bringing climate data into continuous improvement cycles signals to stakeholders an investment in conditions for learning through regular reflections on climate data.

This document is a scaffold for **beginning-of-year, middle-of-year, and end-of-year agendas.** Each includes opportunities for co-creating **community, knowledge, investment, and plans.** Agendas are designed to facilitate a 45-60 minute meeting.

? We recommend reflecting on these questions:

- *What are the 1-2 objectives for each agenda component that will be most meaningful to the community?*

- *From the benchmark and formative data on hand, what will be most meaningful to discuss with stakeholders, and how will it be accessible for all participants?*

- *What are opportunities for distributed leadership and increased community voice and agency?*

- *What approaches foster a culture of care and encourage authentic dialogue amongst stakeholders?*

BEGINNING OF THE YEAR	MIDDLE OF THE YEAR	END OF THE YEAR

The beginning-of-year (BOY) agenda focuses on introducing key concepts of belonging, engaging stakeholders in research and school-specific data, and developing a plan for the school year.

SAMPLE AGENDA:

BUILD COMMUNITY	BUILD KNOWLEDGE & UNDERSTANDING	BUILD COMMITMENT	BUILD A PLAN	CLOSING & NEXT STEPS
10 min.	**20** min.	**10** min.	**15** min.	**5** min.

	Potential Objectives	Potential Questions	Facilitation Considerations
Build Community	Engage in a dialogue about our own experience with the school	When you were growing up, who was an adult who you had a caring and supportive relationship with? How did that impact your life? When have you felt the most welcomed at our school? When have you felt the least welcomed at our school?	*With less than 10 participants:* Give each participant one minute to share their name, connection to the school, and answer one of the key questions *With 10 or more participants:* Give participants 3 minutes in pairs to answer two of the key questions. Ask if there are two pairs that would like to share out. Share your response with the whole group *Virtual Hall Modifications:* Virtual meeting software may provide the opportunity to create breakout groups, or share reactions through the chat function
	Acknowledge and create space to understand how individual members of the community are experiencing the current racial situation in our country	How has the current racial situation in the country impacted you? How does it relate to your experience at our school?	
	Acknowledge and create space to understand the impact of COVID-19 on the lived experiences of members of the community	How has COVID impacted you? How has it impacted your experience at school? How has your community changed as a result of COVID and current racial tensions?	
Build Knowledge & Understanding	Understand how school climate impacts student achievement	What is school climate data? What data sources do we look to in order to evaluate our climate data? Why is school climate data important? What does the research tell us about the impact of school climate on student achievement?	Identify 2-3 key talking points leveraging the *Coming Back to Climate* Report If there is pre-work, share an article with participants and ask them to identify 2-3 bullet points that stand out to them
	Engage in a conversation about the school's mission, strengths, and areas for growth as it relates to school climate data	How has our school climate data changed over time? What did the data look like in [a previous cycle]?	Provide participants with 2-3 key data charts to review
Build Commitment	Disaggregate data in order to apply an equity lens to current and previous school climate data to identify trends for subgroups	What does our data look like by race, gender, free-and-reduced meal status and other factors that influence our community? What does the data tell us about how our students are experiencing school based on their identity?	Review previous data charts with a focus on equity Keep in mind, in-school variation may be more telling than differences from other school communities
	Review and discuss school climate data together in order to identify areas of growth and appropriate strategies	What does the data tell us about our school's strengths? What does the data tell us about our school's opportunities for growth? What questions do you have about the data?	Key themes can be charted in a public place to allow participants to track the conversation Consider using a data review protocol to support participants in reflecting on successes, areas for growth, and new opportunities they see from the data

	Potential Objectives	Potential Questions	Facilitation Considerations
Build a Plan	Share school improvement plan, draft goals and strategies, and key areas of priority for school climate	How do these goals align with what you want for your child? What other ideas do you have for how we can support our students?	Provide participants with research and/or background that highlights how the strategies were selected Bring this conversation to them before plans are final
Next Steps	Provide participants with an overview of climate milestones for the year by providing them with clear owners and next steps	What other ideas do you have for how we can keep stakeholders engaged in the climate work? Who would like to join the climate council and take on additional leadership in this area?	Share a calendar of future meetings and/or opportunities for engagement
Follow-Up	Send a thank you to all participants Identify a public space (website, bulletin board, etc.) for regular updates to the community		

BEGINNING OF THE YEAR | **MIDDLE OF THE YEAR** | END OF THE YEAR

After the initial meeting, formative data cycles on community-selected indicators are grounds for a discussion on what is changing, for which students, and what adjustments the school anticipates needing to make as a result of the data collected. This checkpoint may also provide the opportunity to collaborate with community members to identify climate priorities for the next school year's budget. Additionally, this is a prime opportunity to develop teacher-leaders as co-facilitators of conversations with parents.

SAMPLE AGENDA:

BUILD COMMUNITY	REFLECT ON PLAN	REFLECT ON ACTION	REFINE PLAN FOR FUTURE	CLOSING & NEXT STEPS
10 min.	**10** min.	**20** min.	**15** min.	**5** min.

	Potential Objectives	Potential Questions	Facilitation Considerations
Build Community	Identify shared places of pride in the school	What is something that you have been proud our school has accomplished since the beginning of the year? When have you seen one of our climate strategies in action this year?	Collect this feedback from parents and incorporate it into the next community newsletter, or your climate data display, to highlight the impact of climate strategies on the community
Reflect on Plan	Engage in a conversation about the school's mission, strengths, and areas for growth as it relates to school climate data	What did we say we were going to do? Share what actions the school has taken.	Provide climate data in charts and/or student quotations from other meetings and Exit Tickets

Reflect on Action	Apply an equity lens to current and previous school climate data to identify trends for subgroups	What did we do?
		  Did we implement with fidelity?
		  How was buy-in amongst staff and students?
		
		What impact did we have?
		  What does the data tell us about our priorities?
		  What trends do we see in the data based on subgroups?
		  What do we need to stop, start, or continue doing?
			Provide climate data in charts and/or student quotations from other meetings and Exit Tickets
			
			Provide climate data in charts and/or student quotations
			
			Share school climate data collected since the beginning of the school year *(see Exit Tickets and Student Agendas tools)*
			
			Invite 2-3 students and or staff to share their reflections in-person on the implementation of strategies to-date

	Potential Objectives	Potential Questions	Facilitation Considerations
Refine Plan for Future	Examine school climate data and trends in order to identify budget priorities	What is the implication of the data for the rest of the school year? What is the implication for our budget for next year? How should we be thinking about how we utilize personnel, train staff, and support students?	Provide participants with a list of potential climate budget investments and ask them to prioritize the investments based on the progress to-date
	Consider whether adjustments are necessary to current strategies	If we keep going with our current strategies, will we make the progress we need to achieve our goals? What shifts do we need to make in order to achieve our goals? What role can stakeholders play to support us for the remainder of the year?	
Closing & Next Steps	Provide participants with an overview of climate milestones for the year by providing them with clear owners and next steps	What other ideas do you have for how we can keep stakeholders engaged in the climate work?	Share a calendar of future meetings and/or opportunities for engagement
Follow-Up	Send a thank you to all participants Continue to update the public space (website, bulletin board, etc.) with progress towards climate goals		

| BEGINNING OF THE YEAR | MIDDLE OF THE YEAR | END OF THE YEAR |

Creating the opportunity for reflection and celebration at the end of the school year provides leaders with the opportunity to highlight progress over time, share priorities for the following school year, and begin to build investment for the next phase of the climate work. It is also the perfect opportunity to express gratitude to stakeholders for their consistent engagement over the course of the year.

SAMPLE AGENDA:

BUILD COMMUNITY	LOOKING BACK	LOOKING AHEAD	CLOSING & NEXT STEPS
10 min.	**20** min.	**20** min.	**10** min.

		Potential Objectives	Potential Questions	Facilitation Considerations
Build Community		Identify shared places of pride in the school	What is something that you have been proud our school has accomplished since the beginning of the year? When have you seen one of our climate strategies in action this year?	Consider providing participants with a sheet of paper that lists all of the climate wins—big and small!—since the beginning of the school year; positive comments from student engagement are helpful here
Looking Back		Engage stakeholders in conversation on disaggregated EOY feedback and data from teachers and staff	What do you think we should continue to do? What should we change?	Provide participants with 3-5 climate reports from surveys or formative data collection
		Reflect on implementation of climate strategies	What did we implement? What impact did we have?	Invite 1-2 students and/or teachers to reflect on their experiences over the school year with the climate strategies Share school climate data collected since the beginning of the school year (see *Exit Tickets and Student Agendas tools*)
Looking Ahead		Utilize EOY data to reflect on lessons learned and priorities for the next school year	What will we do differently next year based on feedback and the data? What excites you about the next school year? What ideas do you have? What do you have questions about? How can we keep you engaged?	Provide staff with a draft/template of the next school improvement plan or updates on budget ideas from previous meetings to spark brainstorming for next year
Closing		Thank participants for their ongoing engagement over the course of the school year Name specific ways their input will be used over the summer and during the beginning of the school year to launch the climate work		

BLANK AGENDA TEMPLATE

Customize this blank agenda template for meetings with faculty and staff.

COMING BACK TO CLIMATE – PARENT AGENDA TEMPLATE		
Date:	**Time:**	**Location:**

Meeting Objective(s):

Objective 1:

Objective 2:

Objective 3:

Participants:

Resources: *Related tools from Aspen Education & Society can be found at [insert link].*

Meeting Agenda:

Time	Focus Area *Facilitator*	Activity

Next Steps and Owners:

Next Meeting:

Date:	**Time:**	**Location:**