



2030 PROMISE PLAN

# Equity, Excellence & Innovation in Hawai'i's Public Schools

## FOUR STEPS TO HOSTING YOUR PHASE I FEEDBACK SESSION

*Feedback is due August 1, 2019*

### 1. Prepare for your session

- **Get ready!** Review the resources in the Toolkit ([bit.ly/HIDOESP-P1](http://bit.ly/HIDOESP-P1)) to understand the purpose of the feedback session.
- **Schedule your session:** Find a date, location, and time convenient for your participants. Here are some things to consider:
  - To have a productive feedback session in which everyone's voices are heard, we recommend a large space that can accommodate the whole group and smaller groups of about five participants each. The smaller groups will need enough space to have discussions without disturbing one another.
  - One person should be responsible for leading the discussion, and it is recommended to have one facilitator for each small group.
- **Register your session** with the Hawai'i DOE here: [bit.ly/HIDOE-SPreg](http://bit.ly/HIDOE-SPreg). Our team will send you access to your unique feedback form.
- **Read (and rehearse) your script:** It's important to have all facilitators understand what they will say and how the activities will work.

### 2. Promote your session

Now that you have determined a date, time, and location for your meeting, spread the word. You will have the best sense for how to reach the participants in your network. Here are a few helpful ideas:

- **Word of Mouth:** Use the [flyer template](#) to spread the word to participants you encounter in person.
- **Social Media:** Use these [sample posts](#) to spark interest online.
- **Email:** We've developed [email invitation language](#) which you can customize.

### 3. Host your session

Now that you've spread the word and participants are coming to your session, it's time to host an engaging meeting. Everything you need to run a meeting from sign-in sheets to activity materials are in the [Toolkit](#). All you need to do is print them out! As a host, use the [Facilitator Script](#) and the [Presentation](#) to aid your conversation. The session is designed to be about 60-70 minutes, but of course, you should determine how long it should be for your audience.

- **Organize your room:** Ideally, you will have a room large enough to separate the whole group into 5 smaller groups of about 5 participants. As participants arrive they can sit anywhere, but let them know they will be moving later in the session (Part 1). Display and secure the [Five Promise Theme posters](#) around the room where the participants will gather for small group discussion.
- **Gather your materials:** Prior to your session, have the following materials ready. Materials from the toolkit can be downloaded from the toolkit webpage ([bit.ly/HIDOESP-P1](http://bit.ly/HIDOESP-P1)).
  - Copies of the sign-in sheet with your meeting information filled in
  - Pens/pencils
  - Facilitator Script (Be sure to rehearse before your session!)
  - Feedback Collection link or QR code for your designated recorder to complete
  - Glossary (for your own reference in case you receive questions about specific terms used in the Protocol PowerPoint)
  - Protocol and everything necessary to show a presentation with a video clip (e.g. laptop, projector, screen, speakers, power strip, clicker, etc.)
  - Tape (to post the 5 Promise Themes around the room)
  - Small (3x3) and larger (3x5) note pads that stick

The core of your session is an overview of where the Hawai‘i Department of Education is now and the following four (4) parts:

- **Part 1: Choosing a Theme** – After providing background information of where the Hawai‘i DOE is now, the participants will choose a promise theme that most resonates with them and in which they would like to continue discussions on in a small group.
- **Part 2: Big Ideas** – In their small group, participants will individually reflect then share to the group their responses to the question, “What will students see, feel and experience in Hawai‘i’s public schools in 2030?” By consensus, the group will then identify two to three “Big Ideas” to explore.
- **Part 3: Action Items** – For each Big Idea the group will then decide on two to three “Actions” that answer the question, “What will it take to get us there?”
- **Part 4: Group Response** – The Big Ideas and the Actions the group decide on will be then be entered by a recorder from each group on the online survey tool using the Survey Monkey link or QR code given to you.

We ask that you make sure to have everyone sign-in using the sign-in sheet.

#### **4. Submit your documents**

Congratulations on your feedback session! Use the online survey tool to submit any feedback that was not already entered by the groups. Please make sure you email us a digital copy of the sign-in sheet(s) and any photos you may have taken during the session to [StrategicPlan2020.2030@gmail.com](mailto:StrategicPlan2020.2030@gmail.com).

Now that you have everything you need, get started on planning your session. If you have any questions at all or need additional support, email [StrategicPlan2020.2030@gmail.com](mailto:StrategicPlan2020.2030@gmail.com).

**Good luck and thank you for helping us develop our plan to deliver greater equity, excellence and innovation in Hawai'i's public schools!**