

## Tool 45

## Family and Community Meeting Agenda

1. Welcome by the principal
2. Goals of the on-site school review
3. Purpose of the family and community meeting
4. Introduction of the review team
5. Interpretation and child-care arrangements
6. Where the focus groups will meet
7. Group separates into focus groups
8. Introductions
  - How many children do you have at the school/in the district?
  - How long have you lived in the district?
  - What interests you in tonight's conversation?
9. Facilitated questions [from Tool 34: Family/Community Focus Group]
10. [Possible closing activity]
11. Meeting ends at \_\_\_\_\_

*Thank you for coming tonight!*