

CEI Facilitator Time Line

Time	Info/Slide	Activity
		Introduction Part 1 of CEI Lead Schools Meeting 5/2/2019
	Key	Yellow- OnSite
		Green-Zoom/PowerPoint
3:00-3:30	Set Up	If Possible - Room setup in horse shoe or semi round
3:45-4:00	As they arrive give the following	
		Sign In Sheet - Hand out Post-It
		-Photo release form
		-Statute (Sp and Eng) (pass out during the power point at slide # _____ for reference)
		_1 page overview summary (Sp and Eng) (Provide as they walk in as resource)
		_ Contact List roster (for facilitator's reference and to check for edits at your districts)
		-Self Reflection tool (to pass out during REFLECTION SLIDE #35
		- Karen Mapp (Inform participants that they can attend in person for 25.00 or access by
		WEBEX ADD info or write on white board for participants to know this is free
		-Power Point (you can distribute during the presentation)
		-Pledge/Commitment (To be filled at slide #38 Q& A)
		Identify 3 memebers from each team (EACH school Will have 3 people share the following 1-Tell us about your District and Community 2.Tell us about your School and Community 3. Share your words from Conocimiento Activity
		On site Introductions of each particpate
4:00-4:10		"Conocimiento" inform group that we will use this activity to build community by sharing our knowledge and by reflecting on and valuing the shared experiences.
		<i>"Conocimiento" informe a su grupo que esta actividad es para desarrollar la comunidad compartiendo su conocimiento y para reflexionar y valorar las experiencias compartidas. (Spanish blurb to provide to families and ensure the conocimiento theory is clearly understood)</i>
		Question will be: "In one word or phrase express what authentic community engagement means for you?"
		On site CEI On Site Facilitator will write down word or phrase shared along with their names. (STOP)
		AFTER the Topics of the Day section Youngest of the day
4:10-4:20		Topics for the Day /Agenda review via Zoom
4:20-4:45		4:20 -4:45 Introductions of Organizations and Districts that are part of this first PLLN ZOOM
		Each School will say their school name and youngest person will share out the summary of what they shared from the CLT (Community Learning Theory) question. Each school has 2 minutes to share back.
		We can zoom a picture of whole group while Youngest participant is reading off what they shared (If possible and technology allows)
		Note to group, try to stay away from titles

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		or each individual can say their name and what they shared.
		Community Engagement Initiative
		"In one word or phrase express what authentic community engagement means to you?"
		"En una palabra o frase corta, exprese que significa un involucramiento auténtico de la comunidad para usted?"
4:45-5:30		Josh - Powerpoint
		Background
5:30-5:45		Break
5:35 - 6:15		Self-Reflection Tool and Feedback
		<ul style="list-style-type: none"> • Have each person take 5 minutes to self-reflect and write their reflection on the four-squares • Have participants do a pair-share for 3 minutes • Have a popcorn share out for 3 minutes • Facilitator gather data and populate your electronic self-reflection feedback form to share out • Facilitator share screen when the reporter shares out group reflections "What do you hope your District will contribute to the initiative"
6:15-6:30		• Share time per group limited to no more then 1 minute
6:30-6:35		Statement of Commitment
6:35-6:50		Questions? -Start in small group
		• Share key/priority questions