



Town Hall Checklist

As part of the application for Student Success Act grants, districts will be required to engage the community and utilize community and stakeholder feedback in drafting a strategic plan.

Districts hosting a Town Hall to engage community partners can use this checklist and the included resources as you plan, execute, and debrief your event. For more information, see [A Step-by-Step Guide to Stay on Track](#) from ODE.

Planning

- Identify your audience** — Who in your community are you attempting to reach? Will you hold one event to attract all audiences or will you attempt to engage different members of your community on various levels?
- Be sure to reach out to students and parents** of historically underserved communities including students of color, students with disabilities, emerging bilingual students, students and families navigating poverty, homelessness, foster care, etc. Their voices will be key in developing a plan for them.
- Develop a process** — How will you collect feedback in a way that is useful and authentic?
- Publicize your event** — If your engagement efforts will primarily take place at school board meetings, be sure to explicitly make community members, parents, and families aware of the purpose of this meeting.

Engaging Your Community at a Town Hall or Board Meeting Event:

- Collect feedback on the required areas:**
 - Reducing academic disparities
 - Meeting students' mental/behavioral needs
 - Providing equitable access to academic material
 - Increasing educational time for teachers and students as needed to support all students adequately
 - Creating strong partnerships for student achievement
- Record all feedback to consider as you complete your strategic plan.**
- Invite participants to reach out to a designated team member with any further feedback.**

Use Feedback to Draft Your Strategic Plan

Work with partners and stakeholders, incorporating the feedback from your community engagement, to design your strategic plan. **Each strategic plan should include:**

- A completed needs assessment. The needs assessment is aligned with your district's CIP submission. The submission window on the CIP will open Nov. 1 and close Dec. 6. Use the [Needs Assessment/ Stakeholder Engagement Crosswalk](#) to see how the input you've gathered from your community translates into a comprehensive Needs Assessment.
- An analysis of the potential academic impact from the allowed uses that would be funded by grant monies, especially for the underserved student groups identified.
- Budgets that correspond to the allowed uses funded by SIA grant money.
- Input from each school district's community, including:
 - School employees
 - Students from the underserved student groups identified above
 - Parents of underserved students
- Equitable solutions: Have the decisions informing your strategic plan been equity-based?

Tools You Can Use

- [A Step-by-Step Guide to Stay on Track](#)
- [Student Investment Account Month-by-Month Recommended Timeline](#)
- [FAQs: Student Investment Account Grant Application](#)
- [Needs Assessment/Stakeholder Engagement Crosswalk](#)
- [Sample Presentation from ODE](#)
- [Sample Feedback Form from ODE](#)
- [Sample Talking Points from ODE](#)

See ODE's [Digital Toolkit](#) for more resources