



## Tips/Guidance for 10-Minute Member Meeting on ESSA (tailored for Local Leaders with CSI or A-TSI schools)

General Materials Needed	Room Set-up
<p><b>Invitation</b> to the meeting (sent in advance) via email, flier</p> <ul style="list-style-type: none"> <li>Invite members to a 10-minute meeting to learn how ESSA creates opportunities for us to make positive changes for our schools; Encourage members to BYOD (bring their own device – smartphone, etc.) to complete the NEA Opportunity Checklist</li> </ul> <p><b>Handouts</b></p> <ul style="list-style-type: none"> <li>Opportunity Checklist (hard copy/one-pager)</li> <li>ESSA 101: Slide Deck</li> <li>Contact sheet of the Local Association members serving as core team/resource on ESSA/school improvement for the local (if applicable).</li> <li>Point of Contact Cards</li> </ul>	<ul style="list-style-type: none"> <li>Be sure to have access to Wi-Fi and have the password if needed</li> </ul>

**Desired Outcomes:** Set the stage for ongoing engagement of members around ESSA and the opportunities for educator voice. Get specific feedback from members on what is still needed in their schools for success using the NEA Opportunity Checklist.

Time	Lead	Instructions and Processes	Materials
<b>2 minutes</b>	<b>Local Leader</b>  <b>Local ESSA team (if applicable)</b>	<p style="text-align: center;"><b><u>Welcome Members</u></b> <b><u>Describe the ESSA Opportunity</u></b></p> <ul style="list-style-type: none"> <li>For the first time in a decade, ESSA provides real opportunities for educators – and students, parents, and the community – to shape education policy at the local level. But only if we get engaged.</li> <li>Encourage folks to take time after the meeting and review the ESSA 101 slide deck and share their questions and suggestions.</li> <li><i>If the Local Association has already identified a core team of members to engage in school improvement work on behalf of the local, this would be a good time to introduce them to the members in attendance.</i></li> </ul>	<p style="text-align: center;"><b><u>Handouts</u></b></p> <ul style="list-style-type: none"> <li>ESSA 101: slide deck</li> <li>Contact information for local ESSA team (if applicable)</li> <li>ESSA Point of Contact Cards</li> </ul>

Time	Lead	Instructions and Processes	Materials
1 minute	Local Leader	<p><b><u>Make the Case for Getting Involved NOW</u></b></p> <ul style="list-style-type: none"> <li>Schools in need of additional supports – either comprehensive or targeted – have now been identified. A multiyear cycle timeline for demonstrating improvement; there is no time to waste to ensure we have a seat at the table and that we can help shape the policy changes happening in our schools.</li> </ul>	
5 minutes	Local Leader  All members in attendance	<p><b><u>First Step in Amplifying Educator Voices: the Checklist</u></b></p> <p>Help your members complete NEA’s Opportunity Checklist – a simple tool to evaluate your school in <b>five key areas</b>:</p> <ul style="list-style-type: none"> <li>Community</li> <li>Healthy Students in Modern Schools</li> <li>Well-rounded curriculum</li> <li>School Climate</li> <li>Quality Educators</li> </ul> <p><i>It is important for members to complete the full checklist. Once completed NEA can tabulate results and share back to the local for discussion, next steps.</i></p>	<p><b><u>Handout</u></b></p> <p>Opportunity Checklist (for background/fyi)</p> <p><b><u>Complete the online Checklist:</u></b></p> <ol style="list-style-type: none"> <li>Have members get on the Wi-Fi with their device</li> <li>Go to <a href="https://myschoolmyvoice.nea.org">myschoolmyvoice.nea.org</a></li> <li>Select Opportunity Checklist</li> <li>Evaluate your school – complete entire checklist</li> <li>Click Submit</li> </ol>
2 minutes	Local Leader	<p><b><u>Next Steps</u></b></p> <p>Thank everyone for coming to the meeting and completing the checklist. Encourage members to share their thoughts, suggestions, and questions.</p>	<p><b><u>Handout</u></b></p> <p>ESSA Point of Contact Cards</p>



## Member Suggestions (if applicable):

### Member questions:

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### Suggestions to PSEA for further support:

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### Other ideas:

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### Notes:

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