



### **Appendix A: Stakeholder Meeting Checklist**

To ensure meetings are inclusive and accessible to a diverse group of stakeholders:

- Target outreach to historically underserved stakeholders in the community
- Make materials available before the meeting (e.g., agenda)
- Host online events and in person meetings in a central, accessible location
- Invite interpreters, as needed
- Provide light refreshments, including e-options for those with dietary restrictions
- Hold multiple meetings; at various times when families and teachers can attend
- Consider providing childcare
- If students will attend, provide access to homework help and/or tutoring
- Send out multiple reminders via email, text, and on paper
- Record and/or livestream the event
- Document ongoing communication via email and/or meeting minutes

### **Appendix B: Comprehensive Engagement Checklist**

#### **Planning High Capacity for Collaboration and Engagement**

- Identify a leadership team to manage stakeholder engagement efforts
- Designate someone to be responsible for creating and distributing agenda and meeting minutes
- Post meeting information, resources and tools, and any supporting materials online

#### **District Planning Process:**

- Ensure the plan includes the collection and use of data, alignment with the unique needs of the district, and compliance with the ESSA statute
- Encourage a diverse group of engaged stakeholders and strong community partners
- Ensure that all materials are written and distributed in a way that is easily understood and accessible
- Use an already scheduled school event/activity to obtain stakeholder feedback and information (i.e., sporting events, tutoring sessions, parent/teacher conferences, etc.)
- Ensure meaningful and ongoing communication with stakeholders at regular intervals to improve implementation and provide feedback with documentation