Town Hall (Community) Meeting

A strategy for engaging stakeholders

You might host a Town Hall (Community) Meeting when…

You might host a town hall (community) meeting when student achievement data is released. A town hall (community) meeting is a good venue to share information about trends in learning at your school. It allows for school leaders to share information with a large group of stakeholders, and gives community members the opportunity to ask questions and provide input and ideas.

Description

A town hall (community) meeting is a strategy that engages the entire community in understanding and informing strategic visioning and planning. It is a very public and completely voluntary convening of diverse community members.

➢ For example, this type of meeting can bring together parents, teachers, school site staff, and other community members who want to understand trends in a school's student achievement data and how that data informs the development of school site academic goals and strategies for reaching those goals.

Although too large and unpredictable to allow for very in-depth feedback, the value of these meetings is:

➢ The information around trends occurring at a school site that can inform how a school improves student achievement
➢ The opportunity it gives school leaders to present revised strategies (informed by community feedback) to show the community that the school is listening to them

The "How To" of Town Hall (Community) Meetings

➢ Identify appropriate times/topics for a town hall meeting.
  o Town hall meetings should be held when there is information to share and feedback needed. (Typically these are not on a regular schedule.)
➢ Outline a clear set of messages.
  o Due to their voluntary nature, the large size and diversity of town hall meetings may be challenging to manage. Careful planning will help your meeting stay on track to ensure you accomplish all the goals of the meeting.
➢ Encourage involvement of as many stakeholder groups as possible.
  o Ask active parents, ELAC and SSC members, as well as school site staff to recruit/encourage others to attend these meetings.
  o Make meeting dates public – post to a calendar that all stakeholders have access to. Make your calendar front and center to encourage stakeholder participation.