



The Kansas Learning First Alliance (KLFA) and KTU TV11 ***Reading, Writing and a Worthwhile Education for Kansas Kids***

HOST AND MODERATOR GUIDE

Thank you for volunteering to host and/or moderate a Watch and Talk Party!

OVERVIEW AND GOALS

Our world is changing, and Kansas students need to be prepared to meet that change. The conversation about how that should be accomplished within our public school system is a very large and multifaceted topic. It will require a great deal of discussion among educational leaders, policymakers, business representatives, parents, educators and tax-payers.

“Reading, Writing and a Worthwhile Education for Kansas Kids” is a one hour television program produced by KLFA and KTU, Channel 11. It features three different panels (educators, parents and business representatives) discussing their thoughts on educational priorities in Kansas in order for students to be prepared for the 21st century. The show was originally broadcast simultaneously on all Kansas PBS stations September 23, 2009 and has enjoyed several subsequent airings.

The television program serves as a conversation starter for “Watch and Talk” (W/T) Parties. “Watch and Talk” (W/T) Parties can be as small as neighbors getting together or they can be larger events open to the general community. Many were held immediately after the airings and at other times using DVDs of the program or viewing it on iTunes University. It is imperative that local citizens continue to engage their community in this important conversation. KLFA is gathering feedback from the W/T Parties so that the voices of all participants can be heard. Make sure you and your community are part of the conversation!

The Watch and Talk Party Goals Are To:

- 1) Discuss with your friends and neighbors the future of public education for Kansas children and share your ideas and conclusions.
- 2) Share personal stories about education that can be used to illustrate what your vision of a quality, affordable (21st Century) education looks like for all Kansas children.

Some Potential hosts for the Watch and Talk Party:

- Any Citizen
- Libraries
- Other Civic and Business Organizations
- School Site Councils
- PTAs/Parent Groups
- Rotary Clubs
- Chambers of Commerce

I. YOUR ROLE AS HOST

- 1) Organize the meeting.
- 2) Register your event on the KLFA website (www.klfa.org)
- 3) Help moderate the meeting (or find someone to serve that role). These discussions should last an hour to an hour and a half. If you are serving as the moderator, your role is to listen and facilitate discussion that elicits the views of all attendees.
- 4) Note the common themes in your group's discussion and the key points of disagreement, and compile the responses from the Participant Survey.
- 5) Submit summarized results from the feedback template (page 7) to the online feedback survey. The URL for online feedback survey will be emailed to all registered Watch and Talk party hosts.

Before the Watch and Talk (W/T) Party takes place:

- Step 1: Decide when and where your event will be held. The “Reading, Writing and a Worthwhile Education for Kansas Kids” broadcast is used as a “conversation starter” for the Watch and Talk Parties. The broadcast is available as a DVD and on iTunes University (<http://deimos3.apple.com/WebObjects/Core.woa/Browse/ktwu.washburn.edu>). You can also check with your local PBS station for possible rebroadcasts.
- Step 2: Invite a variety of Friends, Family, Neighbors, or Colleagues. Suggestions and resources are available on the Kansas Learning First Alliance website (www.klfa.org).
- Step 3: Register your event on the Kansas Learning First Alliance (KLFA) website. Your registration will allow you to obtain additional resources for your Watch and Talk Party. During registration you will be able to request a DVD of the television program. You will be asked if your W/T Party is “private” or “public.” KLFA will assist in increasing the visibility of “public” W/T parties by posting party information on the KLFA website. Information on “private” W/T parties will not be posted.
- Step 4: Encourage all of your attendees to RSVP for your event so you know how many people to expect. Remind attendees of the date and time of your Watch and Talk Party right before the event.
- Step 5: Get your Materials in Order:
- Meeting Agenda: A suggested agenda is included in this guide. Print out copies for attendees. It will help your event run smoothly.
 - Participant Guide: Print out copies of the Watch and Talk Party Participant Guide for all attendees.
 - Paper and Pens: Make sure to have pens and paper available for attendees to take notes.
 - Appoint someone as a “note taker”.

II. THE WATCH AND TALK PARTY

Ground Rules for Moderators:

The key to being a successful moderator is to remember and employ these key principles: Respect, Empower, and Include.

- **Respect:** Every attendee should be treated with respect; no one should feel that their views were ignored or dismissed without being heard. Vigorous debate is encouraged, and attendees can disagree without being disagreeable.
- **Empower:** Whenever possible, entrust attendees with responsibility over the meeting's procedure and its substantive contribution. These meetings are not occasions for “experts” to listen to “everyday people” and then decide what is best. They are an opportunity for

attendees to come together to diagnose the educational challenges facing their community and propose solutions.

- **Include:** Strive to incorporate everyone's concerns and opinions in the discussion and submission. Each attendee's views matter – whatever their background or beliefs. Even when there is disagreement, strive to identify the essential points.

Starting the Party:

Introduce the Attendees: The host should welcome everyone to the Watch and Talk Party, introduce him/herself, and lead introductions. The host could encourage everyone to *briefly* say why they are attending the party.

For a larger meeting (more than 25 participants), the group could divide into smaller groups of no more than 15-20 persons. If there is only one moderator at a large meeting, the moderator should make sure that each smaller group selects a facilitator in addition to a note taker. The lead moderator can rotate among the groups, providing help to each group where appropriate.

Describe the Event: The host should give a short description of the purpose of the Watch and Talk Party and *Reading, Writing and a Worthwhile Education for Kansas Kids*, describing how Kansas Learning First Alliance and KTWU have collaborated in supporting this event across Kansas. Watch and Talk parties are efforts to reach out and directly involve Kansans in what they believe should be the educational priorities for students to be prepared for the 21st century. KLFA will review the submissions from all of these gatherings in an effort to bring the voices and concerns of all Kansans to the state's policymakers. On KLFA's behalf, thank you for helping to make this happen by participating in this Watch and Talk Party.

Explain the Goals of the Watch and Talk Party: The host should go over the goals of the KLFA Watch and Talk Party mentioned above, i.e.

- 1) Discuss with your friends and neighbors the future of public education for Kansas children and share your ideas and conclusions.
- 2) Share personal stories about education that can be used to illustrate what your vision of a quality, affordable (21st Century) education looks like for all Kansas children.

Explain the Moderator's Role: At this point, the moderator (if someone other than the host) should start leading the discussion. The moderator should explain his/her role: the moderator will listen, facilitate discussion, and answer any questions on the process. The moderator is not there to tell the attendees what to do or offer suggestions.

Explain the Submission to the KLFA: A key goal of the discussion is the drafting of a group submission on 21st century learners and workforce skills. This Guide contains a suggested template for the group submission (page 6). The moderator should read through this template before the discussion starts. The template allows the host to easily complete the online survey after the event.

Before the Discussion:

- Pass out the Watch and Talk Party Participant Guide. Attendees should take 5-10 minutes reading the document. It is helpful to have a predetermined "note-taker."
- The group should decide how much time to spend for each group discussion question in the Participant Guide (page 2). If the group is discussing all the questions, it should spend 5 to 10 minutes per question.

Viewing the broadcast

Watch the "Reading, Writing and a Worthwhile Education for Kansas Kids" broadcast. If time is limited, it is permissible to show only a portion of the broadcast. This is the "starter" for your

Watch and Talk party discussion. Note – the questions asked of the panelists during the broadcast are available on the KLFA website.

The Discussion Format

After viewing the broadcast, use the group discussion questions in the [Participant Guide \(page 2\)](#) to guide the conversation and make sure the group follows the agreed timing. Try to make sure that each attendee has a chance to give input and contribute to what will eventually be submitted online to the KLFA. Help the group get past any obstacles.

Listen for Compelling Stories: If possible, identify participants with stories that have good features to highlight the need for education. (The host/moderator should submit names, contact information, and a summary of stories with the group submission.)

There is no need for consensus. It's a good idea to summarize the group's thoughts after each group discussion question.

You will want to plan for approximately 40 minutes of discussion.

Closing the Watch and Talk Party

- During the last five minutes have participants complete the participant survey -- a single page at the end the [Participant Guide](#).
- Collect completed surveys from everyone.
- Compile those results to add to the final report (use pages 6-8 of this document – participant survey summary is on page 8)
- Encourage participants to host their own Watch and Talk Party.
- Thank everyone for their participation.

After the Watch and Talk Party

- Compile results from the Participant Survey and the group discussion questions on the feedback template (located on pages 6-8 of this document).
- Submit the information from the feedback template (pgs 6-8) to the online feedback survey. This ensures your group's comments and feedback are included in the KLFA report. The online feedback survey URL will be emailed to host/moderators of all registered Watch and Talk parties.

Additional resources are available on the KLFA website (including: iTunes University link and facilitator questions from the broadcast).

Thank you for your help!

This broadcast has been sponsored by:

KLFA

The Kansas Learning First Alliance (KLFA) is a coalition of organizations in Kansas representing school boards, administrators, teachers and teacher educators, parents and the Kansas State Department of Education. Kansas became the first state to have a partnership affiliated with the national Learning First Alliance when KLFA was founded in 1999. The organization's purpose is to unite the education community to improve our outstanding public education system, pre-K through higher education, to empower each Kansan to succeed in the diverse, interdependent world of the 21st century.

KTWU-TV

KTWU has been broadcasting local public television in eastern Kansas and portions of Missouri, Nebraska and Oklahoma since 1965 with the distinction of being the first public television station in Kansas. Viewers are served with Channel 11 offering three distinct and different broadcast options: KTWU in high definition; KTWU/MHz Worldview; and KTWU ENHANCE. KTWU is also broadcast on K30AL-LD translator channel in southeast Kansas. The station license is held by Washburn University with studios located on the Washburn campus in Topeka, Kansas. More information and programming details can be found at the station website at ktwu.org.

Kansas Learning First Alliance Educational Foundation Inc

Is a 501(c)(3) not for profit organized to support, financially or otherwise, the concept of building an educational coalition dedicated to pursuing a common agenda to improve Kansas public education.



Reading, Writing and a Worthwhile Education for Kansas Kids

Watch and Talk Party: Suggested Agenda

30 min. prior to event	Moderator/Host arrives
Start time	<p>Welcome and Introductions of Attendees (Moderator)</p> <p>Review of Goal for the Watch and Talk Party (Moderator)</p> <p>Procedures for the Meeting (Moderator)</p>
10 min. after start	<p>Distribute Participant Guides and Review Discussion Questions (Moderator)</p> <p><i>Reading, Writing and a Worthwhile Education for Kansas Kids</i> (use DVD, iTunes University download or rebroadcast)</p>
1 hr. 10 min. after start	Group Conversation (all attendees)
1 hr. 50 min. after start	Each member completes their Participant Survey and gives to Moderator
1 hr. 55 min. after start	Wrap Up and Thank You
2 hrs after start	Adjourn

Note: This is a *suggested* agenda for your Watch and Talk party. Actual discussion time may be amended by the Watch and Talk Party Host.



Reading, Writing and a Worthwhile Education for Kansas Kids

Watch and Talk Party Feedback Template

KLFA appreciates your feedback on the Watch and Talk Party. The information you compile and submit after the event will help us determine future efforts of our association. The template below represents the type of information that will be collected online (complete this template - pages 7 through 8 - before completing the online feedback survey). The information on page 8 is compiled from your participant's individual surveys. Just prior to your Watch and Talk Party, you will receive an e-mail from KLFA with the link to the online feedback survey

Date of your event:

Time of the Watch and Talk Party (starting and ending times):

Contact information for the individual hosting the party:

Name:

E-Mail:

Phone number (for follow up):

Was the party public or private (in a private home)?

Location of the party (including street address and school district):

How many attended your event?

Did you have all the materials you needed to facilitate this event?

What KLFA materials worked best for you in facilitating this event?

What materials would you need next time?

Were there policymakers or elected leaders present?

Please provide the names of the policymakers or elected leaders attending your Watch & Talk Party:

What did your group agree upon? (Brief statement)

What did your group disagree upon? (Brief statement)

Please summarize compelling and personal stories from attendees about the future of public education for Kansas children.

Of the attendees who shared compelling stories, please provide their name and/or contact information if you are comfortable doing so (or if you have information available).

Participant Feedback Survey Summary Template

Please use the Participant Surveys your Watch and Talk Party attendees completed to compile the results for each question and enter the information below:

Please list the number of participants by subgroup:

- Parent
- Community
- Business
- Education
- Policymaker
- Student

*School Districts represented (list all) _____

*Cities represented (list all) _____

* NOTE: if you have 2 or more participants from one school district or city, you can list that school district or city once and place the number of participants from that area next to the school district or city name.

1. Do you believe the students in your community are receiving a worthwhile education? Please enter how many responded to each statement.

- a _____
- b _____
- c _____
- d _____
- e _____

2. Do the students who graduated from your local schools have competitive jobs (or salaries)? Please enter how many responded to each statement.

- a _____
- b _____
- c _____
- d _____
- e _____

3. In your opinion, what should be the top priority to make sure our graduates are prepared to enter the workforce? Please enter how many responded to each statement.

- a _____
- b _____
- c _____
- d _____
- e _____

4. What do you believe the next "conversation/discussion" about education in Kansas needs to address? Please enter how many responded to each statement.

- a _____
- b _____
- c _____
- d _____
- e _____