

LEA Panel Protocol and Structure

The protocol is designed to be completed in 90 minutes with 4 or 5 Panelists. The Panelists are accomplished district-level continuous improvement practitioners and they will share successes, challenges and lessons learned.

The participants in the audience will generate questions around the topics shared. BSI will collect and sort these questions into groups to be projected for all participants to view. Time allows for 4 groupings of key topics to be addressed.

Roles

Facilitator	Panel of District Leaders
Digital Charters	Participants
Questions Runners	

Time	Protocol Steps
5 min	<p>Introduce protocol, identify roles and review norms</p> <ul style="list-style-type: none"> Facilitator introduces self, describes the protocol, sets norms Sam introduces the Panelists.
40 min	<p>Panel Presentation</p> <ul style="list-style-type: none"> Panelists will have 8-10 minutes each to share their experiences within their district around the topic. <i>(8 minutes each if 5 panelists; 10 minutes each if 4 panelists)</i> Facilitator will keep time and let each panelist know when it is his or her turn. Participants take notes and jot down questions during this time. Questions will be written on brightly colored post-its and passed to <i>runners</i> who will collect them and pass them to the facilitator. The facilitator and BSI will sort questions into four repeating themes to be asked of the panelists during the next portion. Each panelist will select a “grouping” of the questions to address. These themes will be projected for the participants. The audience does not interact with the panel during this time.
40 min	<p>Questions from participants</p> <ul style="list-style-type: none"> The facilitator will select the order for the panelists to share. Using the “grouping” of questions each Panelist selected, they will have up to 5 minutes to answer the question(s). Once time is up, the facilitator will ask if <i>another panelist</i> would like to add additional information and experiences (we are looking for a different perspective or confirmation of a key practice). The panel will have up to 5 minutes for the additional responds. If the full time is not needed, the facilitator will move on to another panelist and their group of questions. <i>(Using the maximum amount of time with 10 minutes per grouping would allow 4 themes. If panelists do not use the whole time, more questions can be answered or expanded on.)</i> The Panelist may ask for clarification during this time if needed.
5 min	<p>Protocol debrief</p> <ul style="list-style-type: none"> Facilitator asks if any members of the panel or audience would like to share their thoughts on use of the protocol and any big take-aways for the conversation. Runners will bring microphones to those willing to share.