

Sample Community Engagement Timeline Blueprint for Education Study Circles

January

- Determine who will facilitate and record meetings
- Determine whether the board will participate or listen in
- Determine when and where meetings will be held
- Identify study circle participants
- Inform district staff about the effort

February

- Complete invitation phone calls and e-mails
- Send participants background information
- Meet with local media representatives

March/April

- Make reminder phone calls prior to Session 1
- Hold community engagement Sessions 1, 2, 3 and 4
- Provide updates to staff using regular communication channels (i.e. staff newsletters, e-mails, etc.)

May

- Develop report on the study circles
- Distribute report to participants
- Communicate highlights of report to staff and to the media



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