

# FACILITATOR INSTRUCTIONS FOR RESILIENT SAN CARLOS BRAINSTORMING BREAKOUT GROUPS

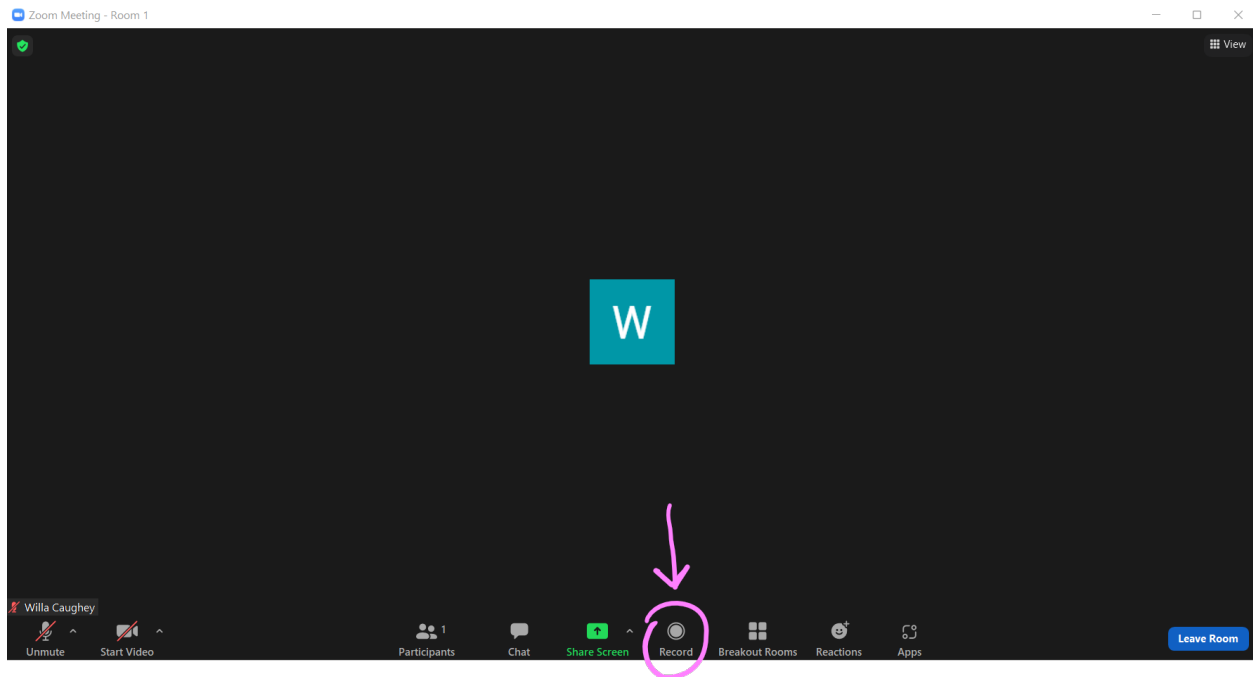
Thank you for being a facilitator! Your work to facilitate a small group is the absolute heart of the community consensus process for Tierra Linda and Mariposa schools. We are so delighted you've said YES to this important and fun role!

Date: 03/17/2022

Time: 3:15 PM to 4:15 PM. Please connect at 3:00 PM on 03/17/22 to the main meeting Zoom channel to discuss meeting facilitating strategies.

What do I need to prepare for the meeting? A packet was given to you along with these facilitator instructions. You will need to reference this, and it would be good if you know how to record on Zoom. We will be asking all facilitators to record their breakout room.

How do I record my Breakout room session?



breakout room that you recorded, and save it in a folder on your computer (e.g. in your “Zoom” folder under “Documents”). Please share this MP4 file with the meeting hosts.

What questions will I ask during the breakout groups? So glad you asked. Look at the following pages for the breakout group questions.

Who are my companions for this process? You will designate a notetaker and/or presenter in your breakout group.

What happens after we meet? After each meeting, we will circle-up in the main meeting Zoom channel to report out our experiences and collect the notes.

Who do I contact if I have to cancel, something happens? Please contact Kristen Ugrin at [kugrin@scsdk8.org](mailto:kugrin@scsdk8.org) in the event that you suddenly need to cancel or something comes up.

Thanks so much everyone – see you on Thursday 03/17!

## BTD's TOP TEN FACILITATOR RULES OF THUMB

1. **Step up and step back.** Be open and encourage everyone in your group to speak and/or use the online comment space. This addresses the different cultural comforts with conversational pauses as well as comfort with speaking publicly.
2. **Time is precious.** Keep the meeting moving and set limits by being a timekeeper. Don't be afraid to tell someone their time is up if they have been talking for a long time.
3. **"Yes, and" instead of "no, but".** If someone has negative comments you can thank them for their comments with and yes, and instead of a no, but. You don't necessarily need to address or solve that problem.
4. **You cannot summarize enough.** The facilitator (and sometimes the notetaker) should summarize each person's comments as you move through questions. You want to confirm that you are clearly capturing people's comments.
5. **Be creative and open.** BTD will be mindful of the construction budget and design to be realistic with codes and costs. Encourage folks to be creative and open with their comments. When folks are open and creative, they often come up with unique ideas that can be designed to be realistic.
6. **Be clear about facts and opinions.** If you interject your opinion let everyone know it is your opinion and not a fact.
7. **Alternative points.** Give people alternatives of what to discuss when you get stuck on an issue. For example, you could move to another topic from the presentation or another breakout question.
8. **Recorder and /or presenter.** Identify a group recorder and/or presenter at the beginning. The facilitator cannot do everything. You will need help taking notes and it would be good for the notetaker or another member to be the presenter of the group summary to spread the "ownership" of the ideas.
9. **Follow list of question below.** The questions are developed to focus on getting input on the topics that will impact the space the most. Please stick to the questions. If you have time after answering all the questions you may add additional comments.
10. **Leave time to summarize.** End the discussion 5 minutes before the end of the BREAKOUT to organize / summarize all of your group's comments from the notes and in online platform.

## BREAKOUT GROUP QUESTIONS

These are the questions for the BREAKOUT groups. Please note that we will begin by asking the more general questions and then use the examples as prompts or suggestions. We want people to offer their own ideas, while collecting a lot of data and keeping the conversations going. These ideas are meant to provide you a little context about the kinds of the things the designers are looking for input on.

1. How would you like to see M/TL develop spaces for outdoor learning?
2. How can M/TL foster different types of socializing, exploration, and play?
3. How can the M/TL campus site design / environmental systems contribute to climate resilience?
4. Is there anything else you would like to add to the brainstorming ideas for M/TL campus?