



CHOICE NEIGHBORHOOD INITIATIVE

Community Building Meeting: Sharing Draft PARADISE Plan

June 5, 2014, 6:00 – 8:00 PM

Potrero Hill Neighborhood House

953 De Haro Street

San Francisco, CA 94107

Event Goals

1. Share draft PARADISE Plan with community in an interactive and fun way
2. Hear resident comments and reactions to Plan, especially getting suggestions for implementation partners

Contact Info

1. Thu Banh, [REDACTED] (station facilitator)
2. Angela Gallegos Castillo [REDACTED] (station facilitator)
3. Kelley Gulley, [REDACTED] (station facilitator)
4. Uzuri Pease Greene, [REDACTED]
5. Kami Griffiths, [REDACTED]
6. Carlos Reyes Hailey, [REDACTED] (station facilitator)
7. Diana Marie Lee, [REDACTED] (station facilitator)
8. Viviana Rennella, [REDACTED] (Spanish interpreter)
9. Emily Weinstein, [REDACTED]



Event Supplies/Resources

1. A/V
 - a. Speaker for background music (TB)
2. Catering (EW)
3. Chairs & Tables- (50- Nabe/UPG)
4. General supplies
 - a. Flipchart (2-3) (EW?, KG, TB)
 - b. Flipchart easel (2-3) (EW?, KG, TB)
 - c. Markers (TB)
 - d. Tape (5 rolls total) (blue or masking) (AGC, CRH, KG, TB)
 - e. Pens (50- place at tables/ one for each chair) (TB)
 - f. Post-it notes (place at tables/ 10 post-it notes for each chair) (TB)
 - g. Stapler (TB)
5. Registration
 - a. Sign-in sheet (TB)
 - b. Name tags (at least 60) (AGC?, KG?, TB)
 - c. Registration table instructions
6. Stations (TB)
 - a. Station number sign
 - b. Exhibits
 - c. Facilitator's Agenda
 - d. Background reading
 - e. Focus area exhibit layout template
7. Translation/interpretation
 - a. Simultaneous interpretation equipment including 25 headsets (BRIDGE/TB)



Agenda		
Time	Agenda Item	Facilitator Notes
5:00 p.m. (60 min)	Set- up 1. Registration table including translation equipment 2. Other tables & chairs 3. Food table 4. Stations <ol style="list-style-type: none"> All station facilitators take photos of NABE items posted on the wall where you'll have your exhibit, so you have a record of what it looked like because you will have to bring it back to its original condition at the conclusion of the meeting. Have a few chairs at each station to allow elderly & others that need to sit. Otherwise, all others will stand at the stations. Stations 1 (Early Childhood Ed- ECE), 2 (K-12 ed), & 3 (Economic Security) in Art Rm (Main meeting rm) Stations 4 (Health & Wellness) & 5 (Public Safety) in Game Rm (across the hall) 	<u>Notes:</u> <u>Materials:</u> 1. Translation equipment & head sets 2. Tables 3. Chairs 4. Catering 5. Tape 6. Flipchart 7. Easel (optional if not enough wall space to place flipchart sheet)
5:30 p.m.	Spanish interpreter arrives	
6:00 p.m. (10 min)	Residents arrive & register 1. Registration table <ol style="list-style-type: none"> Have residents sign-in Write station # on upper-right hand corner of name tag. Assign: <ol style="list-style-type: none"> English only speakers to #1, 2, 3, or 4 Spanish speakers to #5 Give resident their name tag Translation headset (Translator will give to residents) <ol style="list-style-type: none"> Ask if the person would like a headset for Spanish translation during the meeting. If yes, give them headset & show how to use it. 	<u>Notes:</u> <u>Materials:</u> 1. Sign-in sheet 2. Interpretation headset 3. Background music & speaker
6:10 p.m. (20 min)	Welcome and Overview (Emily) <ul style="list-style-type: none"> Welcome 	<u>Materials:</u> 1. Flipchart 2. Easel



Time	Agenda Item	Facilitator Notes
	<ul style="list-style-type: none"> • Introductions <ul style="list-style-type: none"> ○ BRIDGE ○ KDG ○ Community members + Sticky Wall activity • Review: <ul style="list-style-type: none"> ○ RP process & where we are now ○ Explanation of the PARADISE Plan & how we came up with recommendations ○ Event goals <ul style="list-style-type: none"> ▪ see goals @ top of agenda ○ Agenda <ul style="list-style-type: none"> ▪ We're not passing out an agenda. ▪ Write it on flipchart or just telling audience is enough. <p>While the overview is wrapping up, Thu will give station facilitator's a sign with your station number. Station facilitators for ECE (#1 DML), K-12 ed (#2 AGC), & Economic Security (#3 KG) should stand next to their stations & hold up their station # sign. Station facilitators for Health & Wellness (#4 CRH) & Public Safety (#5 TB) stand at the front of the room hold up your station # sign.</p>	3. Markers 4. Sticky wall w/ photos
6:30 p.m. (5 min)	<p>Explanation of the stations & transition to 1st station (KG or TB)</p> <ul style="list-style-type: none"> • Intro the 5 stations: <i>Now that we're warmed up, let's dive into some the PARADISE Plan. At this time, we'll break up into small groups. In these small groups, you'll visit 5 data stations here & in the room across the hall. They are labeled with a number & name:</i> <ol style="list-style-type: none"> 1. <i>Early Childhood Education</i> 2. <i>Kindergarten through 12th Grade Education</i> 3. <i>Economic Security,</i> 4. <i>Health & Wellness, &</i> 5. <i>Public Safety.</i> • Explanation of time in group: <i>You will remain in the same group the entire time. Together, you will spend 10 min at each station hearing some recommendations from the PARADISE Plan that we believe</i> 	<p><u>Notes:</u></p> <p><u>Materials:</u></p>



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	<p><i>will help improve the lives of Potrero Terrace and Annex families. When you hear this sound (wait for sound), this means you will transition to the next station. Your station guide will tell you which station to go to next. You have 1 minute to get to your next station before the presentation begins.</i></p> <ul style="list-style-type: none"> • Getting into the small groups: <i>Now take a look at the upper-right hand corner of your name tag. That's the number of your 1st station. At this time, please move into your small groups.</i> <ul style="list-style-type: none"> ○ <i>Everyone with #1, form a group in front of the #1 sign.</i> ○ <i>Everyone with #2, form a group in front of the # sign and so on.</i> <p><i>The station guides are holding the signs, and once everyone is in the right group, they will lead you to your station. If you have any questions about the number on your name tag, or you don't have a number of your name tag, please raise your hand. (Assign them a station on the spot starting with #1, then 2, 3, etc.)</i></p> <p>Station facilitators will lead their groups to their first station. Allow 2 min for transition to 1st station.</p>	
<p>6:35 p.m. (60 min)</p>	<p>Stations: Presentation of Draft PARADISE Plan</p> <p>Station facilitators will all begin at the same time, when they get word from the timekeeper (Emily), who will ring a bell to signal you can start. Timekeeper will also:</p> <ul style="list-style-type: none"> • Give station facilitator warning when 2 minutes remain in the 10-min presentation, • Sound the bell to move to the next station, & • Sound the bell to begin the next station. <p>1. Each station has 7 elements:</p> <ol style="list-style-type: none"> a. Focus area definition and/or importance b. Focus area goal c. Current conditions & trends in PTA d. Strategies e. Actions/strategies matching game f. Recommended service delivery partners (including solicitation of additional partners written on post-it notes) g. Solicitation of general comments & questions in response to the Plan written on post-it notes & posted on flipchart paper 	<p><u>Facilitator:</u> Kelley Gulley</p> <p><u>Notes:</u></p> <p><u>Materials:</u></p> <ol style="list-style-type: none"> 1. Exhibits 2. Station facilitator's agenda 3. Post-it notes 4. Pens 5. One sheet of flipchart paper for each station for comments & questions 6. Tape



Time	Agenda Item	Facilitator Notes
	2. Duration at each station: 10 min 3. Transition time between stations: 2 min	
7:35 p.m. (5 – 10 min)	Closing and Next Steps Allow 2 minutes for everyone to migrate back main meeting room <i>We've covered a lot of ground this evening.</i> <ul style="list-style-type: none"> • <i>What is the biggest thing that you gained from tonight's meeting?</i> Take 2-3 pop ups & record responses on flipchart, if noteworthy. <ul style="list-style-type: none"> • <i>Are there any questions?</i> • <i>Thank you everyone for your time and participation! We hope you learned about and had a lot of fun too.</i> 	<u>Notes:</u> <u>Materials:</u> 1. Flip chart 2. Markers
7:45 p.m. (45 min)	Clean up	
8:30 p.m.	Depart NABE	
Thank you!		