

# Belmont Public Schools Protocol for Processing Community Dialogue Proceedings

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1. READ ALL PROCEEDINGS FOR A GENERAL SENSE OF CONTENT;
2. READ ALL PROCEEDINGS TO CAPTURE SUMMARY "FOCUS" AND "KEY POINTS";
3. IN PAIRS, READ ASSIGNED SUMMARIES (REFER TO PROCEEDINGS AS NEEDED) AND ANSWER THE FOLLOWING QUESTIONS
  - a. What long-term goal does this dialogue connect to?
  - b. Does the long-term goal need to be refined to make a stronger connection? What is the refinement that would strengthen the connection?
  - c. What is the TARGET for improvement that is suggested/described/implied (in general terms)?
4. On the analysis sheet, chart pad or goal sheet:
  - a. Capture the goal connection (Analysis Sheet)
  - b. Capture the refinement(s) (Goal Sheet)
  - c. Capture target for improvement (Chart Pad)
5. From the Target for Improvement chart, extract THEMES...