



## Education and Housing Equity Project Records.

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## Education and Housing Equity Project

# Memo

**To:** Community Circles Dialogue Sponsors and Facilitators  
**From:** Dick Little; Education and Housing Equity Project  
Community Circles Collaborative  
**Date:** October 6, 1999  
**Re:** Information Packet for Community Circles

Thank you for volunteering your time to the Education & Housing Equity / Cities at Work community circle dialogue project. Your contribution is a very valuable ingredient in making the dialogues a success. We truly appreciate your time and effort.

The materials enclosed should help you guide the discussions over the next few weeks and help make your circle dialogue a success. Let me briefly describe each of them:

1. **The Facilitator's Handbook** contains a brief introduction to the goals and objectives of the community circles and offers some helpful tools to use as guidelines for monitoring your group's process. Please feel free to copy any of these materials if you would like to share them with your group.
2. **The Discussion Guide** is a session-by-session presentation of various viewpoints around housing, education, race and segregation. The guide also walks the group through several exercises and offers a set of questions for each of the dialogue sessions. Facilitator instructions and tips are included. Please use this guide as the framework for your five-session dialogue.
3. **"What the Research Shows"** is a handout specifically prepared for the Community Circle Dialogues by the University of Minnesota's Institute on Race and Poverty. It documents some of the demographic trends and impacts which affect the challenges our community is facing with respect to housing, education, race and segregation. Please share this information with your group as recommended in the discussion guide to provide some background for analyzing these issues.
4. **Participant Profile** is a form that we want every circle dialogue participant to fill out and return to the facilitator or the representative from the sponsoring organization so that we can track the diversity of participation in the circle dialogues. *Please return the completed profiles to us following the first or second session.*
5. **Flip Chart Notes** are requested. We ask either the co-facilitator or a recorder to capture the content from each dialogue session on flipchart paper. Review the notes with participants at the end of each session. *Please return these charts to us after the final session.* (We are able to reduce and copy flipcharts for easier use.) **Community Circle Report forms** for each session are enclosed to help your reporting process.

6. **Attendance Roster** is a form that we want you to fill out and use throughout the dialogue sessions to register participant attendance. Please return it to us with the participant profiles and the flipchart notes after the final session.
7. **Participant Evaluation and Discussion Leader Evaluation** forms are to be filled out by each participant and the facilitators at the last session. We ask that you return the completed evaluations to Education & Housing Equity Project immediately following the last session.
8. **Now That We've Talked...Ideas for Community Action** includes guidelines for moving from conversation to informed public action at the individual, group, community and policy levels.
9. **Announcements about upcoming events** invite all community circle participants, facilitators, and sponsors to participate in the **Action Forum** on November 8, 1999 and the **Citizens Summit** scheduled for December 1999 - date to be announced. See enclosed flyers.
10. **Background summaries** will help to inform the discussions. We enclose the following items provided for your use by our project partners:
  - Affordable Housing Shortage Threatens Children's Health (Doc4Kids Project)
  - Examining the Relationship Between Housing, Education, and Persistent Segregation (Institute on Race and Poverty, University of Minnesota Law School)
  - Face to Face: Public Dialogue on Race, Connections and Commitment (Wilder Foundation, *Community Matters*)
  - Inclusionary Housing (Alliance for Metropolitan Stability)
  - Kids Mobility Report (Minneapolis Public Schools)
  - Need for Affordable Housing (Family Housing Fund)
  - A Region with Access for All (john powell)
  - Segregation and Poverty (*Metropolitics*, Rep. Myron Orfield)
  - State of Affordable Housing in the Twin Cities (Metropolitan Interfaith Council on Affordable Housing)
  - Success for All - a model for schools (Center for School Change, Humphrey Institute of Public Affairs)
  - Working Doesn't Always Pay for a Home (Family Housing Fund)

We would like to hear from you about how your dialogues are progressing and how we can respond to your needs. Please feel free to call our staff anytime at 612.330.1505 or reach us by fax or email.