

Charge from Board of Education District 228

Resolution to Support a Facilitating Advisory Team for use of 1% Sales Tax

Context: Henry County approved a referendum question to enact a 1% sales tax to be used exclusively for schools that have students enrolled who are residents of Henry County.

Because the Board of Education of Geneseo CUSD 228 (hereafter known as "Board") believes in the value of community involvement and support, the Board shall charge a facilitating team comprised of community members, Board members, and with input from faculty and administration, to assist the Board in hearing and understanding the community's educational beliefs, aspirations, desires and priorities, particularly as it relates to facilities.

This facilitating team shall make recommendations to the Board of Education regarding a comprehensive plan for improving the physical plants and overall performance of the District. To accomplish this goal, the team should determine:

- Current, accurate and consistent information that reflects the broad base of community perceptions and priorities.
- An understanding of the role, objectives, accomplishments, and needs of the District.
- Long term goals for the District in terms of facilities as it relates to overall performance criteria.
- Necessary steps to be taken to achieve such facilities outcomes in terms of resources, financial support, and possible legislative or political assistance.

Upon completion of the process, this group should make recommendations to the Board of Education no later than October 9, 2014 regarding

- a. A comprehensive plan for improving the overall performance, quality and functionality of the Geneseo CUSD 228 facilities.
- b. Steps to be taken to implement said plan.
- c. Development of an ongoing model to improve District-community collaboration and communication.

Approved this 10th day of October, 2013

_____Ayes

_____ Nays

Board President

Board Secretary

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Community Engagement Setting a Timeline

A number of factors will be involved in creating the timeline for your community engagement / long range planning program. Here are some questions to consider when setting a timeline for the process:

- Will the project address facilities, operations or both?
- How much time do you want to allow for communications to announce the program and solicitation of community participants?
- What works best in terms of the meeting frequency of Community Engagement Sessions? One meeting per month, a meeting every six weeks, a meeting every two weeks? (We recommend at least one month between each community engagement session)
- Based on the informational data and topics that need to be addressed, how many community meetings are needed? (Usually organizations hold 6-12 meetings)
- How many meetings need to occur at each of the sites? How much time needs to be allotted between each meeting at each site (especially for facilities related programs)?
- What is the deadline for the community engagement participants to report findings and recommendations to the governing board?
- How much time does the Board need to study the findings and recommendations before taking action and implementing the recommendations?
- If there is anticipation that one of the recommendations from the community engagement participants would lead to a referendum, the timeline should take the requirements for meeting the election certification deadline into consideration. From that point work backwards through the calendar.

Community Engagement Sessions

Set dates for 6-12 community engagement sessions, one meeting per month is preferred, but there needs to be no more than two per month.

Facilitating Team Meetings

Set two to three Facilitating Team meetings prior to first community engagement session.

Before each community engagement session there needs to be at least one Facilitating Team Rehearsal Meeting, where the Team meets to finalize agendas, presentations, work activities and other materials.

Following each community engagement session there needs to be a Facilitating Team debrief meeting to re-cap the community engagement session and begin planning for the next meeting.

Site-Level Meetings

In addition to community engagement sessions, site level meetings may need to be scheduled.

Depending on the emphasis of the engagement process, one to two meetings could be held at each site. Typically, processes that emphasize facilities have two meetings per site, while those that emphasize operations or goal setting have one at each site.

If two meetings are planned at each individual site they should be scheduled at least two weeks apart. For example, meeting #2 at Smith Elementary must be at least two weeks after meeting #1 at Smith Elementary.

More than one site level meeting can be held in one evening, as long as there is enough staff (architectural consultants, financial personnel, communications staff, etc...) to cover the meetings.

All site level meetings must be completed before the recommendations phase begins.

The Site-Level Communicator Teams are usually responsible for planning the details and building attendance at these meeting.