

Community Facilities Task Force Framework

Meetings begin August 2015

Final Report to the Board January 25, 2016

Presented to Task Force at kick off meeting on August 18, 2015.

*Revised August 31, 2015

Charge

- 1) Review historical facilities documentation and current needs
- 2) Evaluate the current recommendations for viability and financial implications
- 3) Report to the Board - Opportunities and challenges of facility plans

Meeting Format

- 2x/month, Central Services Office and schools, Thursdays, 7 to 9 p.m.
- Tours of buildings the Friday after the meetings at noon
- Leadership will include community co-chairs, secretary, time/norm monitor (subcommittees would do the same)
- Presentations
- Report out (take minutes, record/document key talking points/themes of the discussion and post after each meeting)
- Meetings open to public observers
- Governed by a set of norms
- Some subcommittee work

Communication Tools Available - Supported by District Office

- Task Force web page (post all materials, mtg minutes, etc.)
- Updates to community via District Digest enews to over 5,000 ppl.
- Periodic Board meeting updates
- Face to face - community meetings tbd (focus groups, listening sessions)
- Newspapers - Media Relations

August 18, 2015

Meeting 1 - Kick Off Meeting

Welcome/Introductions

Charge

Meeting schedule/timeline

Norms activity

Task Force leadership

September 3 at Hadley (240 Hawthorne Blvd.)

Meeting 2 - BOARD IDENTIFIED NEEDS

Presentation: Board priorities - Why are we here? Paul Gordon/Erica Nelson

Discussion topic: Defining our work moving forward.

September 17, 2015 at Forest Glen (561 Elm St.)

Meeting 3 - HISTORY

Presentation: History of D41 Facilities

Discussion topic: Learning from the past

What would we have done differently if we knew what we know now?

October 1 at Churchill (240 Geneva Rd.)

Meeting 4 - NEEDS ASSESSMENT BY TF

Presentation: Facility Needs Assessment

Discussion topic: Common interests - How does the TF feel about the identified needs?

What are the highest priority needs, for example, removal of Hadley portables, space for full-day kindergarten, etc? Are there needs not identified by the Board that should be addressed?

Subcommittee work -- Create survey questions for community about the highest priority facilities needs. What do we want to know from the broader community? How will the TF use this information?

October 22 at Franklin (350 Bryant Ave.)

Meeting 5 - FINANCES

Presentation: Finances

Discussion topic: What resources are available internally to address facility needs? If we need more resources, how do we go about finding support?

November 5 at Lincoln (380 Greenfield Ave.)

Meeting 6 - COMMUNITY FEEDBACK

Presentation: Evaluate the survey response on facilities needs

Discussion topic: Identify response themes and important take aways

November 19 at CSO

Meeting 7- SOLUTIONS

Presentation: Details of solution options

Discussion topic: Bring thoughts back to the group at the next meeting... What are the opportunities and challenges of each option being considered by the board?

- 1) K-5 school
 - 2) Early Learning Center
 - 3) School additions/modifications
 - 4) Hadley renovation and removal of portables
- Others to consider by the Board?

December 3 at CSO

Meeting 8 - FOCUS GROUP

Presentation: Overview of TF work

Broad community focus group conducted by TF

December 17 at CSO

Meeting 9 - CONCLUSIONS

No Presentation

Discussion topic: Conclusions? What are the unanswered questions that need to begin writing the report to the Board? Draw conclusions from TF discussion themes, community survey and open community focus group. Create outline of the report to the Board.

Subcommittee work: Draft the report to the Board. Go through all of the notes, documents, survey results, pull out themes and put all together into a draft report to share with the entire task force.

January 7 at CSO

Meeting 10 - DRAFT REPORT

Presentation: Present draft report

Discussion topic: Share draft report prior to the meeting. Discuss the report.

Submit edits/suggestions.

January 25 at CSO

Meeting 11 - FINALIZE REPORT/PRESENTATION

Work on final edits/presentation format

January 25 - BOARD PRESENTATION

TF to present the report to the Board on January 25