

MEMO

TO: Board of Education
FROM: Sarah Riss
DATE: 10-7-15
RE: Community Engagement Plan

The Community Engagement Plan has been updated with additional details. These proposed changes will be shared and discussed during the October 12th meeting.

Designated committees have started their review of the survey information and comments received during the community engagement sessions. Both the Building Advisory and Finance Advisory Committees are beginning their work on presentations for public forums on WGSD facilities and on school finance. The Legislative Committee also received and discussed presentations from Diane and the Kirkwood CFO on school finance and one from the deputy county assessor on property assessments. These presentation shave been placed on the legislative committee webpage for viewing. The legislative committee will also be working on how to best share with the broader community what they have learned.

Cathy and I recommend that we work with the community engagement subcommittee to move forward with setting the dates and topics for future community engagement sessions and online Q and A events.



Board of Education Community Engagement Plan

The Board of Education is implementing a community engagement process designed to move the district into the future and discontinue dwelling on the past. The process is designed to enable our community and our district to focus all our energies on the future. We will do this together for the sake of our students, our staff, our families, and our community.

Survey

The district will fund an online survey to gather information on why the tax levy and bond referendum did not pass and what might be supported in the future. Paper copies of the survey will be available upon request, at the local libraries and at each school. The survey will be advertised in The Times, on marquees, and via email groups and Facebook. We will inform people that we are sorry if they get the notice of the survey multiple times.

Survey Timeline:

<i>Survey Open for Responses:</i>	<i>July 24 through 11:59 p.m. August 9</i>
<i>Data Sent to Terry Jones:</i>	<i>End of the day August 10</i>
<i>Terry Jones Submits Report:</i>	<i>August 18</i>
<i>Subcommittee Reviews Results with Jones:</i>	<i>Noon on August 21</i>
<i>Board Receives Results:</i>	<i>Monday, August 24</i>
<i>Results Shared During Community Engagement Session</i>	<i>August 29 and September 2</i>

Italics = accomplished

Community Engagement Sessions: 2015-16 School Year

August 29

Sept. 2 *The Board will conduct two community engagement sessions devoted to reviewing survey data, learning from our past and planning for our future. See pages 5-6 for the draft agenda for this event.*

Oct. /Nov. Possible joint meeting with city councils on school funding

Late Jan. or

Early Feb. Second round of community engagement sessions focused on selected topics related to first session.

Mar. 2 & 5 Third round of community engagement sessions focused on selected topics.

Online Q and A with the Superintendent and/or Board

Quarterly conduct an online Q and A with the Superintendent and/or Board focused on selected topics. Topics might include: school funding, district budget, superintendent search process, and other topics. It is recommended that these take place in October, February, April, and June.

The first Online Q and A is scheduled for Wednesday, October 21st from 7 to 8 p.m. The topic is proposed school finance and budget update.

Annual Activities **Beginning 2016-17**

Suggested Activities for City Liaisons

1. Share a listing of district accomplishments during public comment at a city meeting in the month of August or September.
2. At least twice per year share information on district accomplishments and future actions during public comment.

Suggested Activities for School Liaisons

1. Attend August or September PTO meeting and ask to share district accomplishments and future actions.
2. At least twice per year attend the PTO meeting and ask to share district accomplishments and future actions during public comment.

Community Engagement Sessions

Held annually on both a Saturday and weekday evening during the months of August/September and March.

Cottage/Neighborhood Meetings

One held annually in each of the identified neighborhoods. At least one board member and one central office member will attend each meeting. These will be held in community-based locations such as city halls or libraries.

Online Q and A with the Superintendent and Board

Quarterly conduct an online Q and A with the Superintendent and Board focused on selected topics. Topics might include: school funding, district budget, and other topics generated during the community forum. It is recommended that these take place in September, October, February, and April/June.

Public Comment during Board Meetings

The School Board welcomes questions, ideas and comments from persons in attendance at their regular board meeting. Members of the audience may comment during the public comment portion of the meeting when recognized by the President. Comments are limited to three minutes in order to complete the agenda within a reasonable time. Individuals making comments are asked to begin by providing his/her name, address, and school district in which they reside.



Community Engagement Session

Saturday, August 29th from
9:00 to 10:30 a.m. (WGHS Commons)

&

Wednesday, September 2nd from
7:00 p.m. to 8:30 p.m. (WGHS Commons)
(People are seated randomly by table number when they enter.)

DRAFT AGENDA

1. Welcome & Purpose – Board Member
2. Introductions and Handshakes
3. Norms for the Session
4. **Small Group Discussion:** What are your impressions of the Webster Groves School District? (one CO administrator or board member at each table)
5. **Survey Results Presented and Discussed:** *What did you learn from the survey results?*
6. **Small Group Discussions – Pass the Folder Activity**
 - a. Why do you feel the tax levy and bond referendum did not pass?
 - b. What do you think it will take for the community to support a future tax levy?
 - c. What do you think it will take for the community to support a future bond referendum?
 - d. What are the most effective ways to inform the public about school financing in Missouri and the financial status of WGSD?
 - e. What topics would you like to see discussed or shared in the future?
 - f. Small Groups report out one folder question
 - g. Public Comment

7. **Exit Cards:** Comments you want the Board and Administration to hear that were not said during the meeting?
8. **Sign Ups:** Participants may sign up for the online monthly newsletter and for consideration of committee membership.
9. **Follow-up:** Within one week participants will receive a copy of the notes from the meeting, an online prioritizing survey, and an online evaluation survey of the meeting.

Logistics

1. We will ask for an RSVP so we can better plan for the session.
2. Invite all current WGSD committee members directly and ask them to invite one person who is not as involved in the district as they are
3. Invite all WGSD parents via email
4. Invite all individuals interviewed during the strategic planning process
5. Invite selected individuals involved in the election process
6. Invite city council members
7. Post on Webster Connects, Facebook, Twitter, website
8. Ask cities to share with their email groups