

MEMO

TO: Board of Education
FROM: Sarah Riss
DATE: 8-6-15
RE: Community Engagement Plan

As requested, the team of Jean, Emerson, Steve, Cathy and I worked together to review and improve the proposed community engagement plan. This plan will be shared by Emerson at the BOE meeting on Monday, August 10th. As you know the survey is already in progress. As of Tuesday we have collected over 1350 responses. We will revisit the plan again during our August 24th BOE meeting. At that time, we will make proposed changes, review dates, and have a summary of the information received from the survey participants. Please feel free to give me a call with any questions. Emerson, Jean and Steve devoted substantial time to developing this plan. I thank them and Cathy for their time and devotion to making this an engaging and meaningful process for this year and into the future.



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:

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

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 September, October, February, and April/June.

Annual Activities

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. (Possibly WG Public Library)
&

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