



Task Force Charter

Background

The Ferndale School District is planning to put a facilities bond request on the November 2018 ballot to fund a number of critical projects in the district. There are many capital facilities projects needed and the total cost of all projects exceeds the School Board's desired spending limit. The School Board wants to ensure the November 2018 ballot measure reflects the values and priorities of the district community. For these reasons, the School Board has convened a Bond Task Force, whose membership is drawn from the many varied interests and organizations within the district's boundaries.

Task Force

The main purposes of the Task Force are to:

- Consider the age, conditions and capacity of school facilities as well as current and projected community needs
- Learn about Ferndale School District's work to date on long range facilities planning and identified capital facilities needs
- Consider the district's many needed facilities projects and recommend a facilities bond project and cost list that reflects the needs of the district and the communities' values and priorities

The School Board has set certain guidelines for the Bond Task Force's recommended project list:

- Ferndale High School must be included in the project list as a signature project
- To meet the timing requirements for a November 2018 ballot measure, the Task Force's recommended bond project list must be delivered to the School Board by the end of February 2018.

Working sub-committees

Given the short time frame to develop a recommended bond list (Oct 24 through Feb 28), the district will convene two Working Sub-Committees that will meet independently to support the work of the Task Force

- The Recommendations Working Sub-Committee will dig deeper into details about district facilities' needs, proposed projects and costs and frame draft recommendations for the Task Force's consideration.
- The Communications Working Sub-Committee will explore and advise the Task Force on recommended communications messages, methodologies and audiences.
- The district will solicit volunteers from the Task Force to serve on the Working Sub-Committees.
- The district seeks to include representation from all interests in the district community and may recruit additional members for the Task Force to ensure full representation of the community on the Task Force and the Working Sub-Committees.

The School Board's role

The School Board and Superintendent will:

- Maintain commitment to adopting a bond project list that incorporates and reflects community issues, priorities and needs to the extent possible.
- Support the work of the Task Force by attending Task Force meetings as possible.
- Stay informed of the group's discussions.

The School Board will consider the recommendations of the Task Force as the board works with district staff to develop the facilities bond project list. The final decision on the bond project list will be made by the School Board.

The Task Force and Working Sub-Committee's role

Task Force and Working Sub-Committee members will:

- Review materials, complete pre-meeting activities, and come prepared to discuss, listen, and learn at meetings
- Develop an understanding of the district's work to date on identifying long range facilities needs
- Consider the district's capital facility needs, options for meeting those needs, and cost implications
- Communicate with and represent the needs and priorities of the communities of Ferndale School District
- Partner with the district to develop and recommend a facilities bond project list

District staff's role

District staff will:

- Provide information on enrollment, capacity, facility age and condition, projects suggested to address facility needs, and facility costs
- Send draft materials to Task Force members five calendar days before meetings
- Respond to Task Force requests for data, analysis and research to the extent possible
- Work collaboratively with the Task Force to develop a recommended facilities bond project list that reflects community values and meets district constraints
- Provide tools for Task Force members to use to communicate with their communities (for example, fact sheets, FAQs, etc.)
- Take notes and develop summaries of each meeting

Norms for the Task Force and Working Sub-Committee

Working together

- We acknowledge our group's diversity, and we value different points of view. We will respect each other's opinions and maintain constructive participation.
- We will make every effort to prepare for and attend meetings, actively participate, and be available for work between meetings as needed.
- We will respect each other's time by beginning and ending on time, unless otherwise agreed to by the Task Force. When commenting, we will consider the time needed for others to share their perspectives.
- We will keep an open mind and come to meetings with interests, not entrenched opinions. We will share our interests and objectives with all Task Force members. We will openly discuss the reasons behind our statements, questions and actions. We will represent information accurately and appropriately.
- We will be responsible for conveying the priorities and concerns of the community we represent.
- We will listen carefully to the views expressed by others, avoid interruptions and seek ways to reconcile others' views with our own.
- We will adhere to the ground rules and respect the procedural guidance of the neutral facilitator.

Recommending a facilities bond project list

- We will strive to make reasonable, collective requests and suggestions through a collaborative discussion process with the district.
- In discussions, suggestions may not represent unanimity. The facilitator is responsible for seeking and probing for group preferences. Each Task Force member is responsible for voicing dissent if s/he cannot live with a recommendation.

Neutral facilitator

- We give the facilitator permission to keep the group on track and to “table” discussions to keep the group moving.
- We expect the facilitator to help the Task Force accomplish our purpose in a completely neutral and fair manner.
- We want the facilitator to:
 - Draft meeting agendas
 - Manage Task Force meetings and discussions
 - Work with district staff to identify and prepare information to inform Task Force and Working Sub-Committee discussions
 - Consult with Task Force members between meetings about how to manage the process and address concerns

External communications

- All Task Force and Working Sub-Committee meetings shall be open to the public.
- We will avoid characterizing the views or opinions of or attempt to speak for other Task Force or Working Sub-Committee members outside of any Task Force meeting or activity.
- We will accurately describe Task Force preferences that are conveyed to the district.
- Task Force and Working Sub-Committee meetings will be announced on the district’s website.
- Task Force and Working Sub-Committee meeting products, such as agendas, summaries and presentations will be posted on the district’s website. Note: Task Force and Working Sub-Committee member names and representative groups will be included in these materials.

Proposed meeting ground rules

- Start and end on time.
- Silence electronics.
- Ask questions of each other to gain clarity and understanding.
- Express yourself in terms of your preferences, interests, and outcomes you wish to achieve.
- Listen respectfully, and sincerely try to understand the needs and interests of others.
- Come with curiosity and willingness to learn.