

Oak Park and River Forest High School District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education
FROM: Joylynn Pruitt, Interim Superintendent
Karin Sullivan, Director of Communications & Community Relations
DATE: Jan. 17, 2017
RE: Process to Create Community Engagement and Outreach Committee

BACKGROUND

On Nov. 8, 2016, Oak Park and River Forest residents voted down a bond issue of up to \$25 million by Oak Park and River Forest High School District 200, which was intended to help fund a five-year, \$44.5 million facilities plan. On Dec. 12, 2016, the Board approved the following resolution:

BE IT RESOLVED THAT, pursuant to Policy 4:150 - Facility Management and Building Programs for the academic year 2017-2018, the Oak Park and River Forest D200 Board of Education charges the Administration with establishing a community engagement and outreach committee to review previous processes, make recommendations, and strengthen community partnerships pursuant to District goals related to equity, academic programming needs, facilities to support those needs, and finances, in order to ensure that the District meets the educational needs of the next generation of learners.

SUMMARY OF FINDINGS

The Administration has drafted the following process for creating an engagement committee that will represent the broad range of views held by community members:

Phase 1: Launch (January - March 2017)

1. Create launch team.

- a. Superintendent invites a small group of community members to join her and the director of communications and community relations on the launch team. The team will include an equal number of members who led public efforts for and against the bond issue. **Invitees must agree to subordinate personal interests for the long-term good of the community.**
- b. Launch team determines qualifications for members of the larger community engagement committee who will work together to make recommendations on a new facilities plan. Launch team members are not required to sit on the larger committee.
 - i. **Applicants to the engagement committee must be able to subordinate personal interests for the long-term good of the community.**
 - ii. Potential members must attend a mandatory pre-application meeting.
 - iii. Applicants must commit to attending all mandatory committee orientation dates.

2. Hold mandatory pre-application meetings.

- a. Conduct community all-call to apply for committee membership, including a postcard mailed to all residential addresses. Potential committee members must attend a pre-application meeting in order to be eligible to apply for a position on the committee.
- b. Administration and launch team members will provide an overview of work that's been done to date and outline the scope of the work that will be required of committee members.

3. Application and selection process.

- a. Launch team will identify 25 committee members from the pool of applicants.
- b. Community members who attend a mandatory pre-application meeting will be invited to submit a formal application in order to be considered for the team.
- c. The launch team, including the superintendent, will select 25 committee members from the applications submitted.
- d. Applicants have to commit to remain involved for the duration of the process.

Phase 2: Mandatory Orientation (April 2017)

Committee members must attend a mandatory orientation in order to establish sufficient background knowledge and understanding to be effective. Administrators and launch team will lead.

Phase 3: Committee Work (May - December 2017)

The Community Engagement & Outreach Committee will determine its structure with regards to leadership, subcommittees, meeting schedules, etc.

- Determine member availability over the summer.
- Require monthly reports to the board.
- Timeline to consider:
 - *May - June*: Look at existing data and frame out community engagement (format, facilitation, times, locations, promotion, etc.).
 - *August - October*: Two engagement sessions per month, for a total of six sessions.
 - *October*: Recommendations to Board.
 - *November Board meeting*: Approve referendum question if applicable. For reference:
 - Gubernatorial Primary Election is March 20, 2018.
 - Gubernatorial General Election is November 6, 2018.

NEXT STEPS

For discussion only.