

Ad Hoc Planning Studies

Process Guidelines for School Board Members

In order to ensure consistent behavior by School Board members during the public engagement activities associated with studies related to the comprehensive planning process, the following guidelines and protocols for School Board members are provided.

1. The School Board reviews and approves a study and the process for selection of the members of the Ad Hoc Committee that will participate.
2. After agreement by the Board to establish the study committee, Board members should do the following:
 - A. District Members whose schools may be impacted, along with any other interested Board Member, should review the staff communication and committee staff support plan which may include press release, letters, fliers, notices to community and PTA associations or as otherwise may be requested by the Ad Hoc Committee.
 - B. District Members should affirm with their respective communities the Board's decision to proceed with the public engagement process on issues related to the study.
 - C. During the study, all Board members should adhere to the following protocols:
 - i. Reinforce and adhere to limited personal engagement in the public engagement process to that of an observer and listener, refraining from offering opinion or support on issues
 - ii. Seek ways to re-affirm the purpose of the public engagement process prior to Board involvement while acknowledging the challenges and reiterating purpose of the process
 - iii. Affirm support for staff and their role to:
 1. Educate the Ad Hoc Committee on school planning functions such as school capacity calculations, enrollment projections, instructional considerations, etc
 2. Provide additional information, data and analysis as requested by the Ad Hoc Committee
 3. Provide professional, technical and administrative support in the development of options and pro and cons of options

- iv. Remind the public that the Board has charged the Ad Hoc Committee to validate the study in terms of scope and issues and to report back to the Board before continuing on with development of and presentation to the Board, of options, including pros and cons, and that the Board's next active involvement will be consideration of these options and provide directive to staff.
- D. Reinforce the value and purpose of the public engagement process and constituent communications before the Board authorizes a scope of work.
- i. Remind constituents of the Board's objectives in developing this public engagement process
 - ii. Direct constituents to contact the appropriate representatives on the Ad Hoc Committee and/or staff
 - iii. Encourage public participation at any community engagement meetings which may be held by the Ad Hoc committee and/or staff or any electronic surveys or comment opportunities that may be developed.
 - iv. Reinforce that Board Members have agreed to be observers and listeners at this portion of the process and agreed to refrain from commenting on Ad Hoc Committee activities and work until after final presentation of the Committee report to the Board.
 - v. Encourage effective community input within the process to maximize effectiveness and not through separate meetings
 - vi. Refrain from making comments or offering alternative options that might undercut the work of the Ad Hoc Committee while the public engagement process is underway
 - vii. Refrain from making public comments implying or confirming that Board opinions have already been formed or decisions made in advance of the public presentation of the Ad Hoc Committee's work
- E. Communicate with our communities.
- i. Create email templates of responses that help to reinforce the Board approved public engagement process and encourage community members to participate in the process through the Ad Hoc Committee:
 - 1. Identifying appropriate Ad Hoc Committee and/or staff contacts
 - 2. Identifying web site links where information is posted
 - 3. Encouraging participation in any town or community meetings that may be scheduled

F. Communication between Board Members.

- i. Share comments from the affected communities
- ii. After Ad Hoc Committee report to the Board, discuss with other board members the options the Board may want to consider
- iii. After the Board's public hearing or work session, provide a directive to staff on scope of work, sending amendments or modifications to be considered to Board Members