

## \*Community Task Force for Redistricting (CTFR)

Goal: Develop an attendance boundary recommendation that adheres to community based criteria. The first step is to identify and prioritize the criteria, and use this as a foundation for developing attendance boundary options.

2 Teachers	Becky Parsons and Cheryl Wyatt
3 Principals	Lynda Gallagher, Jim Thomas, Greg Williams
2 Resource Staff	Frank Chapman and Debbie Alberico
12 PTO Members	One from each elementary and middle school (rep. appointed by the PTO)
1 Business Representative	Appointed by Chamber of Commerce (BECC) - Bill Triick Withdrew after attending 1 meeting on 10/25/2005
1 Clergy Member	Appointed by Ministerial Alliance – Michael Bailey
1 Government Representatives	Appointed by the City Manager - Marty Kohler
1 Civic Association Member	NAACP – Vivian Washington
1 member of the MCEA	Appointed by the MCEA – Donna Lewis

### **Total Membership - 21+ 2 Resource Staff**

Please note: Once the initial committee has been determined, it should be reviewed to make sure that it has geographical representation of the entire school district and balance of school and non-school employees.

## Boundary Change

### Suggested Communications Activities for Boundary Change Issue

Goals :

1. Provide accurate and open access to information regarding the impending boundary changes.
2. Encourage active participation among school-age and pre-school parents in the information gathering and decision-making process.
3. Establish an accurate understanding of the process and the roles of participants early in the process.
4. Create an awareness of the process, open meetings, progress, and a sense of urgency among all potentially affected stakeholders.
5. Safeguard the integrity of the process.
6. Develop an understanding of the complexity of the issue among all affected parties.
7. Communicate decision and planned transition activities for affected families and students.
8. Keep staff informed of issue(s).

Activity	Goal	Who's Responsible	Timeline
<del>Draft article for school newsletters and supt. Journal column outlining process</del>	1, 3, 4	Deb Schools publish	05 Sept.
<del>Draft key message points and e-mail school secretaries, administrators, &amp; board regarding rumor control</del>	1, 3	Deb	05 Sept.
<del>Draft article for Journal explaining issue, describing process, soliciting task force volunteers (publish in all print and electronic publications and as media release)</del>	1, 3, 4	Deb	05 Sept.  Published 05 Sept
Identify parent/community representatives and staff for *Community Task Force Redistricting (CTFR) Committee	3, 5	Deb	05 Aug. / Sept

Send letter soliciting representatives for CTRF (Superintendent's committee)	1, 2, 3	Deb	05 Aug 22
Set CTRF Schedule	3, 5	Debbie / CTRF Committee	05 Sept
Work with principals, to plan transitional activities to welcome students changing schools (tours, socials, meet the staff, family buddies)	7	Principals, Deb - Debbie publicize	05 Sept. / Oct. / Nov.  Set schedule 05 Dec. decision
CTRF #1 • Elect chair/co-chair • Form publicity and questionnaire sub-committees • Review process • Presentation of the facts/figures • Begin establishing Criteria	3, 4, 5, 6	Boundary Study Committee, Dejong Deb, Frank	Week of 05 Sept. 14
Criteria Options Review with cabinet	7	De Jong	05 Sept. 19
CTRF Mtg #2 • Finalize Criteria • Options development • Community Dialogue Prep/Logistics	3, 5, 6	Boundary Study Committee, Dejong Deb, Frank	05 Sept. 28
CTRF Mtg #3 (if necessary) • Continue Community Dialogue prep/logistics (if necessary)	3, 5, 6	Boundary Study Committee, Dejong Deb, Frank	05 Oct. 18
Hold Community Dialogue to introduce issue, fact/figures, draft of parameters, (no plans) and to solicit feedback on the parameters, process	1, 2, 3, 4, 5, 6	Boundary Study Committee and Board (Workshop / joint meeting) Deb Publicize	05 Nov. 15 & 17  05 Oct. school nwslrs
Announce transitional activities to welcome students changing schools (tours, socials, meet the staff, family buddies)	7	Principals, PTOs and/or site councils - Debbie publicize	05 Dec. Set schedule

Record and summarize all feedback from meeting for distribution to Boundary Study Committee, board, administrators	1, 8	DeJong	Distribute within one week of meeting and Prior to subsequent Boundary Study Committee meeting
CTRF #4 <ul style="list-style-type: none"> <li>• <del>Review Comm. Dialogue Results</del></li> <li>• <del>Finalize Recommendations</del></li> <li>• <del>Board Presentation prep</del></li> </ul>	1, 8	DeJong	05 Dec. 15
Provide periodic updates for staff, board, key communicators, liaison council, and community via school newsletters, communicator, news releases leaders letter, web-site	1, 6	DeJong, Deb	On-going
Notify those <u>potentially affected households</u> before decision is made	2, 3, 4, 5	Deb	06 Jan First class postcard mailing no later than one week prior to Board consideration of the plan(s)
Present Boundary Study Committee recommendation to the Board of Education for approval	5	CTRF -	06 January (BOE mtg.)
Notify families of students who will change schools (first class letter including transitional plans)	7	Board Chair Announce at Board Meeting (On cable) - Debbie – Media Release Article for School newsletters, Communicator and other print and electronic publications Letter from principals and/or district	06 Jan - - - Night of decision - -
Announce procedure for staff placement		Brenda / Debbie	Sept. 05
Announce staff placement		Brenda	After Jan 06

***Note: Media may include: Middie Link, Web Site, e-mail School Newsletters, Media Releases to local media***

**\*\*Dates subject to change**

**Success Indicators**

☺ -Volunteers for the Boundary Study Committee represent each schools attendance area, pre-school families and citizens without school-age children.

☺ -Task force members evaluate the process as open, fair, and well-communicated.

-Less than 5% of affected families claim to be surprised by the boundary change as an issue, measured by complaints to the board, administration, or schools.

☺ -At least 50 people attend the public meeting.

-Each school receiving transferred students hosts a transitional activity.

-Agreed upon timelines for communication and notices are followed.