

## **The Collaborative Input Model as it Guides the Recommendation Procedure**

### **Givens:**

- The collaborative group presents findings and/or recommendations to the Superintendent by a prescribed deadline.
- The stakeholders will arrive at decisions through a consensus model.
- There will be an opportunity for, and expectation of, ongoing dialogue/update sessions
- The Superintendent will assign a facilitator.
- The Superintendent will approve group membership.
- Membership will be based on stakeholders most directly impacted by the decision and/or people that have special expertise in the area of discussion.
- The collaborative group will conduct an evaluation of its product and process.
- The collaborative groups will design a follow-up evaluation, to be conducted by the administration, on the implementation effects.
- The collaborative group will define a back-up method for decision-making if consensus cannot be reached, but should consider a sufficient majority vote (66-80%).

### **The recommendation to the staff and community should include:**

- Objectives with measurable results
- Strategies for accomplishment
- Timeline
- Resource requirements
- People responsible for implementation
- Methods of communicating the implementation
- Methods of evaluating the impact of the implementation to determine success

### **The report should include at minimum:**

- A list of committee members
- An executive summary of findings
- The purpose statement
- Meeting agendas and minutes
- The recommendations to the Superintendent

**Academy School District 20  
Collaborative Input Model  
Growth and Capital Needs Committee  
2015/2016**

**Background/Issues Statement**

A long range capital facilities committee was commissioned in 2006 by the superintendent to evaluate both immediate and long term capital needs of the district. The committee met over a twelve month period to project needs for new construction, remodels/additions, per pupil building (PPB) projects, facility audit (FA) projects, technology infrastructure, and school per-pupil technology (PPT) needs. On March 15, 2007, the committee reported their findings and recommendations to the Board of Education. However, the committee's recommendations were never acted upon because, shortly after their recommendations were formally presented the economy deteriorated and the housing market crashed (2008). This resulted in the absence of new construction, reduced property values, increased unemployment, and the "great recession."

After review of recommendations presented by the Long Range Capital Planning Committee in 2007, current master plans, visible new housing construction, enrollment projections, current capital renewal and capital improvement needs, and access to capital funding and impact on taxpayers, the Chief Financial Officer recommends placing a bond question on the November 2016 ballot. Based on financial modeling, the district would ask voters to authorize the board to issue tax-exempt municipal bonds. Current modeling anticipates the district will be able to issue \$160 million in early 2017 and any remaining amount(s) in 2020 or later. A capital planning committee should be assembled immediately to review needs, understand financial allowances and limitations, determine capital project needs, and propose construction timelines.

**Goal Statement**

The Growth and Capital Needs Committee (GCNC) is charged by the superintendent to study district needs and issue findings and recommendations related to new construction, facility additions, per pupil school improvement dollars, capital renewal/improvement, and district infrastructure technology needs. The committee will use the collaborative input model to guide its work.

**Product/Results Desired**

The final outcome is to provide recommendations to the superintendent that include:

- A list of committee members
- An executive summary of findings
- The Superintendent charge
- Meeting agendas and minutes
- The recommendations to the Superintendent

## Membership

Members were determined following an application process. The following 29 members make up the membership of the GCNC.

Name	Role	School/location	School
Armacost, Kathy	D-20 Parent	LHS	
Braden, Ralph	Community Leader		
Chura, Megan	D-20 Parent	WRES	EVMS
Coulter, Gary	Community Leader/D-20 Patron		
Goyden, Kelly	D-20 Staff/Teacher	LHS	
Hardin, Cindy	D-20 Staff/Classified Administrator	Transportation	
Hare, Vernita	D-20 Patron	WRES	
Henderson, Francine	D-20 Student	LHS	
Henkel, Ryan	D-20 Student	DCCHS	
Hollm, Kim	D-20 Patron	PIES	
Mohr, Tammie	D-20 Staff/Teacher	WRES	
Olson, Dan	D-20 Staff/Principal	AAHS	
Pacione, Matt	D-20 Staff/Teacher	DCCMS	
Palmer, McKenzie	D-20 Student	DCCHS	
Paradkar, Vish	D-20 Parent	DCCES	DCCHS
Priessman, Jackie	D-20 Parent	FES	
Reitwiesner, Henry	D-20 Staff/Staff Specialist	Facilities	
Schoen, Ruth	D-20 Staff/Classified	PHES	
Schumaker, Patrick	D-20 Staff/Principal	CTES	
Scott, Tony	D-20 Staff/Principal	CMS	
Sibley, Anthony	D-20 Patron	FHES	
Stanforth, Robin	D-20 Staff/Classified	Special Education	
Stejskal, Jason	D-20 Parent	RCES	TMS
Taylor, Vicki	D-20 Parent	PCHS	
Temby, Will	Community Leader/D-20 Parent/DAC	MRMS	RHS
Tubb, David	D-20 Staff/Administrator	TCA	
VanGambleare, Mark	D-20 Staff/Administrator	TCA	
Walls, Jackie	D-20 Parent/DAC	PCHS	
Zamborelli, Stephen	D-20 Parent	ATES	DCCMS

In an effort to be inclusive of all stakeholders, membership was selected based on the following:

- Co-facilitators, Deputy Superintendent and Chief Financial Officer;
- Three principals (elementary, middle, and high);
- Two charter school representatives;
- Eight parents who are not District 20 staff members (four elementary and four secondary);
- Three teachers (one elementary, one middle, and one high);

- Three patrons at large (those who do not have children attending any District 20 schools);
- Three classified staff members (one school-based; one non-school based; and one classified administrator);
- Three students (currently sophomore or juniors); and,
- Three representatives who are developers, business leaders, community leaders, or architects who live or work in District 20.

In addition to the above membership, the following ad-hoc members will be present to listen and to assist in answering questions of members of the GCNC.

Name	Role
Anderson, Nanette	D-20 Public Information Office
Bissell, Mark	D-20 Executive Director for Facilities
Field, Susan	D-20 Assistant Superintendent for Learning Services
Grady, Brian	D-20 Executive Director for Security and Transportation
Gregory, Tom	D-20 Chief Financial Officer and GCNC Co-Facilitator
Kooser, Shelley	D-20 Chief Information Officer
Krajcovic, Anne	D-20 Assistant to the Superintendent and GCNC note-taker
Peak, David	D-20 Assistant Superintendent for Human Resources
Reynolds, Karin	D-20 Deputy Superintendent and GCNC Co-Facilitator
Stephens, Greg	D-20 Contracting Officer
Warhoe, Linda	D-20 Director of Budget & Planning

## Timeline

Regularly scheduled meetings will be held from 5:30 – 8:30 at the Rampart High School Tech wing.

Date	Activity
October 6, 2015	Application to stakeholders via 20 Alert and media outlets
October 20, 2015	Applications due
October 22, 2015	Selected members notified via email
October 27, 2015	Regularly scheduled meeting
November 2, 2015	K-12 principal meeting: Schools notified to form a PPSI committee
November 10, 2015	Regularly scheduled meeting
November 13, 2015	School committees finalized/prepare for January presentations to GCNC
December 8, 2015	Regularly scheduled meeting
January 5, 2016	Regularly scheduled meeting
January 26, 2016	Regularly scheduled meeting – hear projects and recommendations
February 9, 2016	Regularly scheduled meeting – hear projects and recommendations
February 18, 2016	GCNC interim report to the superintendent/board
February 23, 2016	Regularly scheduled meeting – hear projects and recommendations
March 8, 2016	Regularly scheduled meeting – hear projects and recommendations
March 29, 2016	Regularly scheduled meeting – hear projects and recommendations

April 12, 2016	Regularly scheduled meeting – hear projects and recommendations
April 23, 2016	Saturday facility tours
April 26, 2016	Regularly scheduled meeting
May 5, 2016	Regularly Scheduled Meeting
May 10, 2016	Public Forum (5:30 – 7:00) – Committee presents draft recommendations and meets following the forum (7:00 – 8:30)
May 13, 2016	Final recommendations to Dr. Hatchell, Superintendent, and BOE

### Scope of Responsibility

The committee will limit their work to that which is outlined in the Goal Statement.

### Communication Linkages

Minutes will be taken at each meeting and be posted on the District 20 website. The committee (through the facilitators) will regularly inform the superintendent of the committee’s progress. The committee will provide one interim written report to the superintendent/board. One public forum will be held during which the GCNC will present their draft recommendations.

Additional stakeholder groups will be updated monthly as follows:

- Principals
- Superintendent’s Cabinet
- Parent Sounding Board
- District Accountability Committee
- Superintendent’s Student Advisory Council
- Teacher Communication Council
- Classified Liaison Committee
- Superintendent’s Communication Council – quarterly
- Board of Education at second meeting of each month beginning in December.

### Resources

The estimated financial resources for this committee are as follows:

Items	Cost
Advertisement for membership	\$400.00
Expert Presentations	\$1500.00
Food for the committee	\$6000.00
Supplies: notebooks, paper, etc.	\$400.00
Printing	\$400.00
Transportation	\$400.00
Classified staff over-time	\$1000.00
Secretarial support for minutes, etc.	\$1500.00
<b>Total:</b>	<b>\$11,600.00</b>

## **Communication Plan**

- Updates to Superintendent, Dr. Mark Hatchell, throughout committee work during 15/16
- Update to K-12 Principals beginning in October
- Cabinet updates monthly beginning in October
- Stakeholder meetings as requested by Dr. Hatchell
- Board of Education updates as requested by Dr. Hatchell
- Maintain current D-20 website with committee minutes

## **Implementation Schedule**

The implementation schedule will be recommended by the superintendent to the BOE.

## **Evaluation Plan**

The committee will evaluate itself on the following:

- How well did the committee follow the charge?
- How skilled was the facilitator at building consensus for the outcome?
- How well did the committee members follow the Collaborative Input Model?
- Did the committee successfully complete the task?