

SD27J – Quality Schools Initiative Committee
DRAFT Operation Protocols

PURPOSE

Develop a recommendation to the Board of Education to address capacity and deficiencies, both capital and operations, to maintain/create a great school district.

DISCUSSION PRINCIPLES

Committee members agree to work together and communicate externally about the Committee in support of the following principles:

OPENNESS

- Be open to other points of view
- Listen to each speaker rather than preparing a response
- Share relevant information with others
- Work to identify promising options
- Review pros/cons of all options before deciding; be open to new options

FOCUS (*common good and work*)

- Seek solutions that advance the greater good (current and future students); looking beyond individual/organizational interests
- Engage in thoughtful, thorough deliberation
- Prepare for each meeting
- Adhere to agendas; if needed, adjust agendas before or at the start of each meeting
- Refrain from side conversations, texting, emailing, or calls during meetings

RESPECT

- Participate in good faith and not take advantage of the candor and openness required for the discussions to be productive
- Disagree without being disagreeable
- Listen without interruption
- Speak succinctly
- Refrain from undermining committee work and recommendations
- Begin and end on time (notify facilitator if going to be late)

WORK TOGETHER

- Promote joint problem solving and collaboration
- Participate fully in meetings; if they cannot do so, then they are asked to inform JSE Associates staff prior to the meeting out of courtesy to others
- Hold comments made during meeting discussions as off the record and not for attribution; no participant should quote another participant or characterize their views outside of the meetings without her/his express permission, nor should they attempt to speak on behalf of the entire Committee unless authorized by the full group

MEMBERSHIP

The QSI Committee will include individuals representing various interests and entities:

- Elected officials: Brighton, Commerce City, and Adams County
- Parents: North, South, West; and high, middle, elementary school
- Students
- Teachers & Employees: various levels and Colorado Classified School Employees Association (CCSEA) and Brighton Education Association (BEA)
- Charter School: administration and parents
- Administration: SD, high, middle, elementary levels
- Committees: Facility Planning, Accountability
- Private Sector
- Community

Members will attend all meetings (two absences are acceptable due to life's unpredictability).

DECISION MAKING and DELIBERATION

The committee's highest goal is consensus. A consensus agreement is one that all committee members can support, built by identifying and exploring all parties' interests and developing an outcome that satisfies these interests to the greatest extent possible.

Formal voting will not be used by the committee for decision making. Informal polling may be used during the process to assess the level of congruence of the members. If consensus is not possible, then the level of support and dissent will be noted and all deliberations and products of the committee will be considered by the Board in their decision making.

MEETING DOCUMENTATION

JSE Associates' staff will draft meeting summaries to record a summary of major topics discussions, brief summary of various perspectives on the topics, agreements and actions. Summaries will not attribute statements to individuals, except where comments are made as part of a specific presentation. Meeting summaries will not be a transcription. JSE Associates will distribute draft meeting summaries to members for review and approval via email.

FACILITATORS

Facilitators from JSE Associates will design agendas and conduct meetings. The facilitator will remain impartial – not favoring any particular outcome. Facilitators are responsible to the whole group and not to one member or interest.

EMAIL COMMUNICATIONS

Email will be used for meeting scheduling and logistics, document review/approval and agenda building. Email will not be used for discussion, deliberation or agreement building.

DRAFT SCHEDULE

#	Date	Purpose
1	Dec 19 – 6:00-9:00	<ul style="list-style-type: none"> • Gather ideas to create/improve a high performing school district • Build agreement on Committee operating protocols • Provide grounding data – “map talk”, needs, and gap analysis • Details on capacity need • Gather additional data needs
2	Jan 16 – 6:00-9:00	<ul style="list-style-type: none"> • Provide additional data requested • Develop a list of possible ideas/components to address capacity and deficiency issues for bond and/or mill levy • Basic data on bond and mill levy
3	Jan 30 – 6:00-9:00	<ul style="list-style-type: none"> • Evaluation components (cont.) – using further data • Gather initial priority of the components for bond and list for mill levy projects • Discuss the best package of components (including: bond size implications & property tax increase implications)
4	Feb 20 – 6:00-9:00	<ul style="list-style-type: none"> • Build agreement on tentative recommendation (package of components)
5	Mar 6 – 6:00-9:00	<ul style="list-style-type: none"> • Finalize recommendation • Discuss next steps necessary for successful implementation (strategy)
6	Mar 20 – 6:00-9:00	<ul style="list-style-type: none"> • Finalize recommendation • Discussion of next steps necessary for implementation and QSI member assistance