

## Charter - Draft

### Background

The Lake Washington School District (District) has experienced rapid enrollment growth and foresees continuation of that growth in the next 10 years. In 2014 the District convened a Long-Term Facilities Task Force to develop a plan to address the district's facility challenges. The Task Force met for over a year, reviewing the district's facility needs and covered topics including the District's methodologies for projecting growth, the current capacity at all the District's facilities, expectations for how facilities support the educational experience, and available funding mechanisms. Staff and community members provided feedback throughout the process. In November 2015, the Task Force presented a set of recommendations for how the District should address long-term facility needs. Following the work of the Task Force, a Bond Advisory Committee help develop the funding plan to implement the long-term facility recommendations. The long-term plan guides the district as we continue building toward future success. The funding plan included four phases: an April 2016 bond that was passed by voters, a February 2018 bond that was not passed by voters, and future bonds planned for 2022 and 2026.

Given that the Task Force recommendations were based on assumptions from 2014 and enrollment growth patterns continue to change, the district is bringing together a committee to review and update the 2014 Task Force recommendations.

### Purpose

The District is forming a Facility Advisory Committee to make recommendations for future facility planning, informed by enrollment trends, community expectations and district programs. The facility strategy will align with the District's strategic plan and make recommendations to accommodate our rapid enrollment growth and continue to provide quality learning environments. The Superintendent and School Board will consider these recommendations as it plans for future ballot measures to fund construction. The main purposes of the FAC are to:

- Learn about Lake Washington School District's work to date on long-term facilities planning, including the recommendations from the 2014/2015 Long-Term Facilities Task Force and the 2016 Bond Advisory Committee.
- Review current demographic information, student growth projections and capacities
- Consider recommendations made by the Long-Term Facilities Task Force and the Bond Advisory Committee in the context of current information and recommend any needed revisions or updates.
- Provide recommendations on future facilities needs and financing options.

### **The School Board's role**

The District's School Board and Superintendent are committed to ensuring the District's long-term facilities process incorporates and reflects community issues and priorities and will support the work of the FAC by providing resources to support the committee's work.

The School Board will carefully consider the recommendations of the FAC and the community input that informs the recommendations as they work with district staff to update, finance and implement the long-term facilities strategy.

### **The FAC's role**

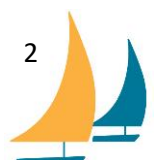
- Develop an understanding of the district's work to date on long-term facilities planning.
- Review materials, complete pre-meeting activities, and come prepared to discuss and learn.
- Share information and seek input from members of their community and bring community perspectives to the FAC for their consideration.
- Provide advice, as community representatives, on ways to address community concerns.
- Partner with the district to develop recommendations on future facilities needs and options for funding those needs for the School Board's consideration.

### **The District staff's role**

- Provide information on updated enrollment projections, capacity, facility costs, and funding options.
- Provide draft materials to FAC members the Friday before meetings.
- Provide technical experts to provide a greater understanding of the topics at hand as needed.

### **Norms for individual work as members of the FAC**

- We acknowledge our group's diversity and value different points of view. We will respect each other's opinions and will operate in consistently constructive ways.
- We will make every effort to attend meetings, to participate actively, to read and be prepared to discuss information and issues, and to be available for work between formal meetings.
- We will keep an open mind and come to meetings with interests, not entrenched positions. We will share our interests and objectives with all FAC members. We will openly explain and discuss the reasons behind our statements, questions and actions.
- We will be responsible for representing the interests and concerns of the community we represent at the table.
- We will listen carefully to the views expressed by others, avoid interruptions, and seek ways to reconcile others' views with our own. We will represent information accurately and appropriately.
- We will adhere to the ground rules and respect the procedural guidance and procedural recommendations of the neutral facilitator.



## Norms for our work together

### *Use of time*

- We will respect each other's time by being on time. Meetings will begin and end on time, unless otherwise agreed to by the FAC members.
- When making our comments, we will consider the time needed for others to share their perspectives.

### *Recommending facilities and financing path forward*

- FAC members will strive to collectively make reasonable requests and suggestions through a cooperative and collaborative discussion process with the district.
- While the FAC has no decision-making authority, the committee's recommendations will provide invaluable insight and feedback to the LWS District Superintendent and School.
- FAC members will work together to fulfill the committee charter and seek to achieve consensus for their recommendations to the extent possible. Consensus, for this group, is achieved when all members can say:
  - I am fully supportive of this decision or choice.
  - or
  - While I may not be fully supportive of this decision or choice, I can live with it and I will not oppose it.
- If consensus on a recommendation cannot be achieved, the FAC's majority opinion and additional perspectives will be reflected in the recommendation.
- If consensus is achieved, FAC members will publicly support the consensus of the FAC, both during the period of the FAC's work and following the conclusion of the FAC.
- In discussions, suggestions may not represent unanimity. The facilitator is responsible for seeking and probing for group preferences. It is the responsibility of each FAC member to voice dissent if s/he cannot live with any particular suggestion.
- Any recommendations from the FAC will be considered by the district and School Board as they make their determination on the path forward for facilities and funding.
- If the district chooses not to move forward with any recommendations, the district will explain the reason for its decision.

### *Facilitator*

- We give the facilitator permission to keep the group on track and "table" discussions to keep the group moving.
- We expect the facilitator to help the FAC accomplish our purpose in a completely neutral, balanced and fair manner.
- We want the facilitator to:
  - Develop draft meeting agendas.
  - Manage FAC meetings and discussions.
  - Consult with FAC members between meetings about issues of concern as needed.



- Prepare meeting summaries.

***Proposed meeting ground rules - the FAC will:***

- Start / end on time
- Silence electronics
- Ask questions of each other for the purposes of gaining clarity and understanding
- Express yourself in terms of your needs and interests and the outcomes you wish to achieve
- Listen respectfully, and sincerely try to understand the other person's needs and interests
- Demonstrate curiosity and willingness to learn

**Norms for our work with others outside the FAC**

***External communications***

- FAC meetings will be posted on the district's website.
- Community members are welcomed to attend meetings and observe the work of the FAC
- FAC meeting products, such as agendas, summaries, and PowerPoint presentations will be posted on the district's website. Note: FAC member names and representative group will be included in these materials and will be posted on the project website.
- We will accurately describe FAC preferences that are conveyed to the district
- We will avoid characterizing the views or opinions of other FAC members outside of any FAC meeting or activity
- All meetings shall be open to the public, however space at meeting venues may be limited. The committee reserves the right to limit guests to the space available.

