



Bond Task Force – **UPDATED** Work Plan

2/7/18

Overview

The following outlines the approximate work plans for the Bond Task Force and Working Sub-Committee, including meeting time, planned topics, proposed objectives, materials, key takeaways, and key questions for the Task Force members to be asking the community.

Bond Task Force

<p>Meeting #1 - Oct. 24</p>	<p>Topic: Background charter and expectations</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Conceptual approval of charter • Identify community values <p>Materials:</p> <ul style="list-style-type: none"> • Presentation • Evaluation • Schedule <p>Key takeaways:</p> <ul style="list-style-type: none"> • Understand the purpose of the task force and the values held by the group
<p>Meeting #2 - Nov. 15 <i>Starts at 7 p.m.</i></p> <p>Optional tour: Ferndale High School <i>Starts at 6:15 p.m.</i></p>	<p>Topic: Educational philosophy; capacity and enrollment, and Task Force guiding principles</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Finalize the draft charter • Develop draft guiding principles based on community values • Understand Ferndale educational philosophy • Understand capacity and enrollment and how it affects facilities planning <p>Materials:</p> <ul style="list-style-type: none"> • Presentation • Educational philosophy handout • Guiding principles handout <p>Key takeaways:</p> <ul style="list-style-type: none"> • Understand the intersection between the school district’s philosophy and school district facilities • Task Force is seeking to ensure community values are fully incorporated into their work and their bond recommendations <p>Example community questions:</p> <ul style="list-style-type: none"> • What is most important to you when it comes to education? • What principles do think should guide Ferndale school district’s facilities decisions?

<p>Meeting #3 – Dec. 5 <i>Starts at 7 p.m.</i></p> <p>Optional tour: Meridian High School <i>Starts at 6:15 p.m.</i></p>	<p>Topic: Cost drivers, school construction funding, district facilities current conditions, Task Force priorities</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Understand current conditions of the district’s schools (aging facilities) • Understand cost drivers for school facilities • Learn about funding for schools • Develop Task Force overarching priorities for addressing facility needs <p>Materials:</p> <ul style="list-style-type: none"> • Presentation • Current conditions list • State construction funding assistance overview <p>Key takeaways:</p> <ul style="list-style-type: none"> • Understanding of costs and funding associated with school facilities • Understanding of the district’s current facilities conditions • Task Force prioritization of the district’s current facilities challenges <p>Example community questions:</p> <ul style="list-style-type: none"> • How aware are you of the conditions and challenges with our school facilities? • How important is it to you that the district address the challenges with school facilities? • What facilities challenges do you think the district should be focusing on?
<p>Meeting #4 – Jan. 9 <i>Starts at 7 p.m.</i></p> <p>Optional tour: Custer Elementary School <i>Starts at 6:15 p.m.</i></p>	<p>Topic: Ferndale school district needed facilities projects</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Learn about and discuss the district’s list of needed projects to inform the task force recommendations • Begin to develop potential project packages (considering the Task Force guiding principles, overarching priorities and cost) <p>Materials:</p> <ul style="list-style-type: none"> • Presentation • District’s list of needed projects, including cost <p>Key takeaways:</p> <ul style="list-style-type: none"> • Understanding of all the facilities project needs • Initial ideas about how to group project needs based on the Task Force guiding principles, priorities and project costs <p>Example community question:</p> <ul style="list-style-type: none"> • What do you think the priority needs are for the district’s facilities? • Are there projects that shouldn’t be included in a future bond measure?

<p>Meeting #5 – Jan. 31 <i>Starts at 7 p.m.</i></p> <p>Optional tour: Vista Middle School <i>Starts at 6:15 p.m.</i></p>	<p>Topic: Recommendations development</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Refine project packages • Identify preferred project package for draft recommendations to the school board <p>Materials:</p> <ul style="list-style-type: none"> • List of project packages developed during the Jan. 9 meeting <p>Key takeaway:</p> <ul style="list-style-type: none"> • A list of draft recommendations • Description/rationale for how/why preferred project package was determined <p>Example community question:</p> <ul style="list-style-type: none"> • Are there project needs that are missing from the Task Force’s draft recommendations?
<p>Meeting #6 – Feb. 12 <i>Starts at 6 p.m.</i></p> <p>Optional tour: Cascadia Elementary <i>During break</i></p>	<p>Topic: Draft recommendations proposal</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Agree on a proposed package of recommendations for working sub-committees to discuss <p>Materials:</p> <ul style="list-style-type: none"> • Revised information about project packages, including budget numbers and tax rates • Information about new Ferndale High School option <p>Key takeaway:</p> <ul style="list-style-type: none"> • Agreement on proposed recommendations for further discussion by working sub-committees <p>Example community question:</p> <ul style="list-style-type: none"> • Does the Task Force need to consider any other overarching project needs?
<p>Meeting #7 – Feb. 26 <i>Starts at 7 p.m.</i></p> <p>Location TBD</p>	<p>Topic: Draft recommendations</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Review draft recommendations package and refine as needed before sharing with the school board. <p>Materials:</p> <ul style="list-style-type: none"> • Draft recommendations proposal • Key talking points for sharing with the school board <p>Key takeaway:</p> <ul style="list-style-type: none"> • Approved draft set of recommendations and a presentation to share them with the school board <p>Example community question:</p> <ul style="list-style-type: none"> • Do you accept the Task Force’s draft recommendations? If not, what should be changed??

Working Sub-Committees (Recommendations & Communications)

Activity	Planned topics and outcomes
Meeting #1: Communications Sub-Committee <i>November 30</i>	<p>Topic: Communications templates, messaging and Task Force website</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Develop ideas for communicating with Ferndale community • Brainstorm how to demonstrate transparency in the Task Force's work • Look at online open house and provide feedback on community input opportunities <p>Materials:</p> <ul style="list-style-type: none"> • Online open house <p>Key Takeaway:</p> <ul style="list-style-type: none"> • Plan for updating the online open house and notifying the Ferndale community about where to learn more about the Task Force
Meeting #2: Recommendations Sub-Committee <i>December 13</i>	<p>Topic: Facilities needs deep dive (enrollment, capacity, conditions, cost, and funding)</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Deeper understanding of enrollment, capacity, building conditions and cost challenges the district is dealing with • Identify additional information needed for January Task Force meeting <p>Materials:</p> <ul style="list-style-type: none"> • Presentations from November and December Task Force meetings <p>Key Takeaway:</p> <ul style="list-style-type: none"> • Better understanding of the facilities challenges the district is facing to inform the Task Force discussion in January
Meeting #3: Communications Sub-Committee <i>January 17</i>	<p>Topic: Bond measure key messages</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Develop key messages for communicating with the Ferndale community about the need for a bond measure • Develop ideas about how to reach out to the Ferndale community <p>Materials:</p> <ul style="list-style-type: none"> • Information about how the district has communicated with community members in the past <p>Key Takeaway:</p> <ul style="list-style-type: none"> • A set of key messages to talk with Ferndale community members about the need for a bond measure • Recommendations about where and how to reach out to community members

Activity	Planned topics and outcomes
<p>Meeting #4: Recommendations Sub-Committee <i>February 13</i></p> <p>Note: All Task Force members invited to continue work from Task Force meeting #6</p>	<p>Topic: Draft recommendations proposal</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Attempt to reach agreement on package of recommendations • Identify key points for why the proposed package was chosen <p>Materials:</p> <ul style="list-style-type: none"> • Presentation from Task Force Meeting #6 • Flip Chart notes from Task Force Meeting #6 <p>Key Takeaway:</p> <ul style="list-style-type: none"> • Agreement on the draft recommendations proposal to share with the school board
<p>Meeting #5: Communications Sub-Committee <i>February 21</i></p>	<p>Topic: School board presentation development</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Refine key talking points to discuss draft recommendations proposal with school board and community • Develop presentation for presenting recommendations to the School Board • Develop advice for the school board on communications methods and messages about the Task Force recommendations <p>Materials:</p> <ul style="list-style-type: none"> • Draft package of recommendations • Notes from Task Force Meeting #6 <p>Key Takeaway:</p> <ul style="list-style-type: none"> • Presentation and key talking points to share with the full Task Force
<p>School Board Meeting <i>February 27</i></p>	<p>Topic: Present draft recommendations proposal to school board</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Receive input from School Board on draft Task Force recommendations <p>Materials:</p> <ul style="list-style-type: none"> • Draft recommendations proposal from the Task Force • Draft recommendations proposal presentation • Key talking points and advice for school board on communications methods <p>Key Takeaway:</p> <ul style="list-style-type: none"> • Input from School Board on draft recommendations proposal

Activity	Planned topics and outcomes
School Board Meeting <i>March 7</i>	<p>Topic: Final recommendations to School Board</p> <p>Objectives:</p> <ul style="list-style-type: none">• Present updated recommendations to School Board <p>Materials:</p> <ul style="list-style-type: none">• Final recommendations from the Task Force• Final recommendations presentation• Revised Key talking points and advice for school board on communications methods <p>Key Takeaway:</p> <ul style="list-style-type: none">• Final recommendations and advice from the Task Force shared with the School Board