

Student Assignment Steering Committee Proposal – DRAFT

1. Purpose:

- In the coming months, JCPS will create a working committee and engage in a process with broad public input to review the JCPS student assignment plan and recommend district-wide changes to the Board for implementation in the 2019-2020 school year. The Board is also forming other committees (i.e. Finance, Facilities, and Policy) which will inform this work. The Student Assignment Committee will be modeled after the JCPS Magnet Steering Committee structure and process.

2. Steering Committee Structure:

- The Full Steering Committee will be comprised of both a Core and Extended team that include internal and external members.
- The Core team will be comprised of a team of 14 internal and external members. Seven internal members includes district staff (4), principals (2), and a teacher representative (1). Seven external members includes parents and community partners or organizations.
 - This team could meet biweekly from onset through 3-4 months. Adjustments to meeting frequency may be made depending on progress.
 - Community and parent members will be notified about a request for nominees via several public communication modes.
 - Community and Parent members in particular will go through an application process and be vetted by an external review team.
 - Principal selection may include nomination process with JCASA and/or Assistant Superintendents and will include representation from schools outside of the current diversity guideline.
- The Extended team will be comprised of a team of 12 internal and external members. Internal members includes district staff (3), principals (2), and a teacher representative (1). External members includes parents (3) and community partners or organizations (3).
 - An additional 12-person Extended Team could meet monthly with the Core Team as part of full Steering Committee. Meeting frequency may move to quarterly at a later point.
 - Community/parent members will be selected via the same nomination process outlined above
- Work Teams – Each member of the steering committee will be asked to participate and/or provide feedback to work teams that could focus on particular topics (i.e. research, diversity, family engagement, facilities).
- Other community stakeholder engagement opportunities: Any persons NOT selected for participation on Core or Extended Teams will be included in other regular communication and feedback loops (e.g., monthly updates via email and webinar; websites, and community forums).

3. Steering Committee Roles/Responsibilities:

- The Full Committee will (1) review the current student assignment plan, (2) discuss scope of work (i.e. what problem are we trying to solve), (3) prioritize issues, (4) conduct research and consult with national experts regarding best practices, (5) develop milestones, and (6) provide progress reports to inform staff recommendations to the board for implementation in the 2019-2020 school year.

4. Initial Timeline:

- Below is a list of initial action steps needed to convene the committee and prioritize the scope of work (with specific dates to be determined).

Action Item	Responsible	End Date	Status
Draft: (1) a structure for a revised Steering Committee, and (2) a process for selecting internal staff and external stakeholders (including announcement, nomination, and review procedures).	Dena Dossett	March 16, 2017	Complete
Present draft proposal on Steering Cmte structure, processes, and initial timelines to Board Chair and Vice Chair for feedback.	Dr. Hargens		
Feedback received on proposed Steering Cmte structure, processes, and timelines from Board Chair and Vice Chair	Board (via Dr. Hargens)		
Present draft proposal on Steering Cmte structure, processes, and initial timelines to full Board.	Dr. Hargens		
Additional feedback received from full Board on committee structure and selection procedures.	Board (via Dr. Hargens)		
Notify Cabinet members of (1) approved Steering Cmte structure, process, and timelines, and (2) request nominations for central office staff appointments to fill role groups on a Core Team and an Extended Stakeholder Team.	Dr. Hargens		
Implement communication mechanisms to: (1) publically announce Steering Cmte opportunity and post application forms; (2) coordinate a parent/community member nomination and review process with Heather Wampler (15 th district PTA); and (3) coordinate an application process with JCPS affiliate associates for school-based staff.	Facilitators		
Close community application process and begin application reviews	Facilitators		
Present selected nominees to Board Chair and Vice Chair (full board?)	Dr. Hargens		
Invite staff and community to participate in Steering Committee Core Team and Extended Stakeholder Team (from selected nominees).	Facilitators		
Convene full Steering Committee kick-off to review purpose and establish general agreements (e.g., processes; expectations; communication mechanisms).	Facilitators		
Hold second Steering Committee kick-off meeting opportunity for stakeholders who cannot attend kickoff event in-person meeting via webinar.	Facilitators		
Conduct Core Team meeting (1 st) to plan for first full Steering Cmt. Mtg.	Facilitators		
Coordinate with Communications Office to draft a <i>Communications and Stakeholder Input Plan</i> for larger share-out and feedback with community.	Facilitators		
Present Steering Cmte proceedings and draft <i>Communications and Stakeholder Input Plan</i> to Board.	Dr. Hargens		
Feedback received on initial planning by Steering Cmte from Board Chair.	Board (via Dr. Hargens)		
Conduct Core Team meeting (2 nd).	Facilitators		
Implement communication mechanisms and processes for larger share-out and feedback with non-Steering Committee stakeholders and community.	Facilitators		
Convene full Steering Committee to define scope of work and prioritize issues.	Facilitators		
Conduct Core Team meeting (3 rd).	Facilitators		
Synthesize category recommendations from Steering Cmte meetings into a planning document with milestones for implementation in 19-20.	Facilitators		
Present Steering Cmte planning document and recommendations as well as any initial community feedback to Board.	Dr. Hargens		
Feedback received on planning document and draft communications plan from Board.	Board (via Dr. Hargens)		