



Stakeholder Committee Roles and Responsibilities

For Members, Chairman, and Vice Chairman

Members of the Committee ...

- *Serve in an advisory role to the School Board.*
- *Will conduct a comprehensive review of the capacity issue and generate ideas for solving the capacity issue for the School Board to consider.*
- *Will serve as community ambassadors on the issue of high school capacity and various solutions.*
- *Will attend as many meetings as possible within the eight-week timeframe to complete the committee's work.*

Chairman of the Committee ...

- *Will be responsible for convening the committee to complete its work.*
- *Will work closely with the superintendent's office and consultant to ensure committee meetings are productive and efficient.*
- *Will facilitate committee meeting discussions and ensure all voices are heard.*
- *Will be integral in the planning of the wider community forum in May.*

Vice Chairman of the Committee ...

- *Will assist the chairman in carrying out his/her responsibilities.*
- *Will assume the meeting duties of chairman in his/her absence.*

Norms for Productive Meetings

- Arrive on time.
- Be fully present during the meetings. Mobile devices should be silenced or turned off. Limit use of mobile devices. Stay engaged.
- Speak succinctly and efficiently. Only speak for yourself and not others.
- Be mindful of allowing others to express their thoughts. Do not dominate the discussion.

Overview of the Three-Phase Community Engagement Process

Phase 1 – Awareness and Understanding of the High School Capacity Issue

- Community stakeholder group convenes, studies, and verifies capacity issue.
- Self-directed but directly supported by the HCPS superintendent and facilities staff.

Outcome: Committee reaches agreement about a capacity issue and understands the complexities of student growth.

Phase 2 – Exploration of Ways to Solve the Capacity Issue

- Stakeholder Committee explores options (including pros and cons, costs of each) to solve capacity issue.
- Conducts research by meeting with HCPS architect, queries other school divisions facing similar capacity challenges.
- Committee reaches consensus on viable options by May 8.

Outcome: Committee recommends options to School Board.

Phase 3 – Broader Community Forum on Options

- Recommended options are presented to citizens at a community forum on May 11.
- All options along with the pros, cons and costs will be posted on HCPS website.
- School Board to decide on preferred option on June 6.
- School Board and City Council to meet to discuss preferred option on June 8.

Outcome: School Board hears from a wider group and makes decision on preferred option.

