Local Control_Stakeholder Engagement PLAN_draft 06.05.24

Local Control Subcommittee of the School Committee (~Steering Committee)

- Purpose:
    - Develop a transition plan from receivership to local control, partially through a series of meetings with DESE.
    - Solicit input on the transition plan from HPS stakeholders.
- The transition plan includes the following topics:
    - Review and discuss the Turnaround Plan that has guided the receivership process since 2015
    - Discuss the annual budgeting process
    - Discuss the policy process
    - Discuss the process for reviewing, hiring, and evaluating the superintendent
    - Build a plan for collaboration with key stakeholders going forward
    - Revisit the Turnaround Plan with a focus on continuous improvement going forward
    - Review and develop recommendations for School Committee bylaws that would go into effect when receivership ultimately ends.

Co-Chairs of Advisory Committee, Mayor, and/or School Committee Members

- Purpose
    - Meet with community leaders and other important partners before the Advisory Committee is finalized to ask for support in recruiting people to serve and to solicit preliminary feedback on elements of the transition plan
- Possible community Leaders and other important partners
    - Representative Duffy
    - City Council Members
    - OneHolyoke / Mike Moriarity (BESE)
    - Enlace
    - Valley Opportunity Council
    - River Valley Counseling
    - Holyoke Community College
    - Sheriff's Office
    - Past School Committee members
    - Parent/Caregiver leaders in Holyoke Public Schools through the Parent Advisory Group, Special Education Parent Advisory Council, English Learner Parent Advisory Council

Advisory Committee

- Purpose:
    - Help shape the process and content of stakeholder engagement
    - Provide input and feedback on elements of the transition plan, especially alignment with Turnaround Plan priorities, strategic plan monitoring and collaboration.

- Apply by <mark>July 10</mark>
- Meetings (1.5 hours)
  - (late July or early August) DATE, TIME, FORMAT - Understand why we are here and who is and isn't in the room, Co-develop guiding questions for public meetings and focus groups
    - Pre-work: read draft transition plan
  - (late August) DATE, TIME, FORMAT - Ask and answer guiding questions for public meetings; Review draft of questions for all-stakeholder survey
  - (very early October) DATE, TIME, FORMAT - Review data from public meetings, focus groups, and survey. Determine themes.
  - (mid or late October) DATE, TIME, FORMAT - Review final draft of transition plan, determine important next steps

All-Stakeholder Engagement
- Purpose:
  - Learn about about their hopes and expectations for the future of HPS
  - Provide input and feedback on elements of the transition plan, especially alignment with Turnaround Plan priorities, strategic plan monitoring and collaboration.
- Meetings (late August, September, maybe early Oct if necessary)
  - Open Invitation
    - DATE, 6 p.m. - In-person meeting, Holyoke High School
    - DATE, 4:30 p.m. - In-person meeting, Kelly Elementary
    - DATE, 6 p.m. - Virtual
  - Stakeholder Groups
    - DATE, 6 p.m., likely virtual - DPAG, ELPAC, SEPAC
    - DATE, 3:45 p.m., likely virtual - Teacher Advisory Group
    - DATE, 9 a.m. or 12 p.m. - Select school Leaders
    - DATE, daytime - Student Advisory Group or Student Council (Middle school)
    - DATE, daytime - Student Advisory Group or Student Council (High school)
    - DATE, 12 p.m., likely virtual - Community Leaders and Partners
- Survey to staff, students (grades 7-12), families/caregivers, partners, full community: Sept. 9 - 20
- Resource: draft all-stakeholder letter to be sent in June

Staff/Volunteer/Resource Support Required *(for Advisory Committee and Stakeholder Engagement)*
- Administrative
  - Send calendar invites and emails
  - Secure meetings spaces (in-person)
  - Secure interpretation services, childcare, food, etc. for public meetings
  - Greet people at meetings, ensure people sign-in
  - Run the technology for zoom meetings
  - Take notes at all public meetings
  - Collect background data upon request

- Communication/Publication/Outreach
  - Write emails, documents, news stories, updates
  - Utilize communication channels--email, social media-- to publicize and share information
  - Review Advisory Committee membership and identify holes/gaps
  - Shoulder tap people to serve on the Advisory Committee
- Planning and Facilitation
  - Develop meeting agendas
  - Develop meeting presentations and other meeting materials
  - Develop engaging activities for meetings
  - Lead meetings
  - Develop survey questions
- Synthesis
  - Analyze themes from all meetings
  - Apply themes to re-write/edit transition to local control plan
- Language Access
  - Translate of all documents
  - Interpret at all public meetings