

<p style="text-align:center">Community Committee on Neighborhoods and Schools Summary of Meeting September 25, 2007</p>
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Member Attendance:

(See attached list)

Others in Attendance:

Joey Crumley, AISD Planning & Community Relations
Heather Dalrymple, AISD Planning & Community Relations
Dr. Janis Guerrero, AISD Planning & Community Relations

Proceedings:

- The meeting was called to order at 5:50 pm in Conference Room A-230 of the AISD Carruth Administration Center.
- There were no citizens communications.
- The meeting began with discussion of the proposed work plan for the open house activity scheduled for October 9, 2007 from 6-8pm at Pearce Middle School.
- Discussion points included:
 - ☞ The number of attendees at the open house, as well as the number of committee members available to serve as facilitators, will determine the number and size of the breakout groups. Groups of eight to twelve people would be ideal, but groups of up to twenty people would still be workable. Each group will need to have a facilitator and a recorder. A larger turnout will mean larger group sizes. Because accurately predicting the turnout for this type of activity is difficult, flexibility will be important.
 - ☞ The members of Pearce's CAC are planning to attend.
 - ☞ The format of the open house is more of a stakeholder input session than a formal focus group.
 - ☞ The committee finalized an agenda that would allow the activity to be run as efficiently as possible. The agenda is as follows: 6:00-6:15 Registration and Dinner, 6:15-6:30 Introductory Session, 6:30-6:40 Breakout Group Deployment, 6:40-6:50 Survey Administration, 6:50-7:40 Breakout Sessions, 7:40-7:45 Return to Large Group, 7:45-8:00 Wrap-up Activity, and 8:00 Dismissal
 - ☞ The committee needs to have handouts available for attendees; consider placing a large map near the handout area to allow people to see where their school lies on the continuum of underutilized and overcrowded schools.
 - ☞ The committee also needs to put together facilitator packets for the breakout groups.
 - ☞ Each breakout group's facilitator will need to be sure to address all of the guiding questions and encourage participation from all group members.
 - ☞ At the end of the activity, the breakout groups should reconvene in a large group so they can share the ideas developed in the smaller groups.
- After completing the work plan, the committee began discussing the communications plan to spread the word about the survey and the open house. Every possible method to inform people should be used. Current strategies include: press releases through the media, public service announcements on TV and radio, announcements to principals that can be included in school newsletters or placed on school marquees, emails, and phone calls.
- Discussion points included:

- ☞ The open house activity should be referred to as a community forum rather than a town hall meeting or an open house.
- ☞ Using the slogan “Tell AISD what you really think” as a call to action is a good idea since everyone has an opinion to share.
- ☞ Having a focus group with the principals to get their input would be useful.
- ☞ Having a press event before the community forum is important for getting the word out and encouraging greater attendance. Letting the community know that refreshments will be served and childcare will be available also help to promote attendance.
- ☞ Members of the faith community should be informed about the community forum as church groups have been very active in addressing the challenges faced by the schools in their neighborhoods.
- ☞ The committee will form a small subcommittee to work on finalizing the plan for media coverage.
- Attention shifted to discussion of the survey that is currently being finalized.
- Discussion points included:
 - ☞ The committee members who developed the survey did a great job. Thanks for the good work!
 - ☞ The survey, which should be online no later than the beginning of next week, addresses the guiding questions and is structured in a way that will allow it to aid the committee in meeting its charge.
 - ☞ The survey, available in both English and Spanish, will be on AISD’s website at www.austinisd.org. A link on the homepage will lead to the survey.
 - ☞ The committee will investigate the feasibility of developing a link that goes directly to the survey instead of having to use multiple clicks to reach it through AISD’s homepage. This may make the survey easier for people to find.
 - ☞ The committee will investigate the feasibility of using a company like Answer Austin Inc. to allow people to take the survey over the telephone. This would provide another option for those people without Internet access to take the survey.
 - ☞ The committee wants to encourage people to take either the online or telephone survey instead of the paper version. Having to enter a large number of paper copies of the survey into the computer could prove logistically difficult and could require extra staff. A possible solution is to have committee members input the surveys they collect into the computer.
 - ☞ The goal is to complete the community outreach efforts and data collection by the end of October. After the community forum, the committee will have three meetings remaining to discuss the information gathered through the forum and the survey and begin drafting recommendations. By December 10, 2007, the committee should be ready to present its preliminary findings to the Board. The timeline for completing the committee’s work was structured so the Board could have a policy in place to help with decision making for the next school year after district report cards came out in February.
 - ☞ The community will have another opportunity to comment on the process after the committee drafts its preliminary recommendations and makes them available for public review.

- The meeting then moved to a status report on outreach activities being conducted by committee members.
- Discussion points included:
 - ☞ The committee may want to meet with someone involved with the San Antonio school system's effort to develop a plan for connecting with the community. This network, called the Integrated Communications Network, involves schools, parents, and businesses in a systematic way.
 - ☞ The committee may want to hold this meeting about the Integrated Communications Network on a night other than a regular committee meeting night and make it open to the public. It could investigate whether this could be done as part of a speaker's series with the UT College of Education. The meeting should be scheduled after the initial stakeholder input process is completed as available time right now is filled with preparations for that.
 - ☞ One concern with the CCNS meetings is that there are so many presentations and such good information being presented but so little time for discussion about the topics being presented.
 - ☞ The committee needs to address the part of the charge regarding researching best practices. Some of this has been done but more research needs to be conducted on best practices and models for utilization. It may want to have almost a whole meeting devoted to best practices.
- Committee members need to look at the draft template for summarizing the outreach activities and provide feedback on suggested changes. It is important that committee members use the same format for recording input so that it will be easier to compile all the gathered information.
- The next committee meeting, after the community forum activity at Pearce Middle School on October 9, 2007, will be on October 23, 2007. This meeting will focus on compiling the input received from the community and starting to develop draft recommendations.
- The meeting was adjourned at 8:05 p.m.

CCNS Member Attendance Record:

	2007												2008		
	5/22	6/12	6/26	8/14	8/28	9/11	9/25	10/9	10/23	11/13	11/27	12/11	1/8	1/22	2/12
Andy Anderson	✓	✓	✓	✓	✓	✓	✓								
Sally Brackett	✓	✓	✓	✓	✓	✓	✓								
Terry Clark	✓	✓	✓	✓	✓		✓								
Christiane Woodley Erwin		✓		✓	✓	✓									
Chiquita Watt Eugene															
Lourdes (Lulu) Flores	✓		✓	✓	✓	✓	✓								
Linda Gibeaut	✓	✓		✓	✓										
Rev. Sterling Lands	✓			✓	✓										
José Marrero	✓	✓	✓			✓	✓								
Rachael Proctor May	✓	✓		✓	✓	✓	✓								
Susan Moffat	✓	✓	✓		✓	✓	✓								
Leroy Nellis	✓	✓	✓	✓	✓		✓								
Yolanda Pedraza	✓	✓		✓											
Rev. Ivie Rich	✓		✓												
Paul Saldaña	✓	✓			✓	✓	✓								
Alfredo Santos	✓	✓	✓		✓		✓								
Kathie Tovo	✓	✓	✓	✓		✓	✓								
Jim Walker	✓		✓	✓	✓		✓								

✓= Present