

20/20+ EnVision

A Community Discussion on the Future of Education in Brownsburg

Steering Committee Meeting No. 3

December 15, 2009

6:30 p.m.

Meeting Notes

- 1) EnVision 20/20+ Commission Membership roster review:
 - a) Current membership totals 41 (37 when only a single member of a couple is counted – the Steering Committee concurred that spouses should only be counted as “1”).
 - b) Student participation is being developed (two new student participants of the Steering Committee were present and introduced at Steering Committee Meeting No. 3).
 - c) Additional Commission Members are being identified and logged directly from the community, as word of the Commission effort is spreading through the community via various communication routes.
 - d) Steering Committee Members were encouraged to identify additional Commission candidates prior to the middle of next week to permit a timely release of information. Use of the “Commission Member Contact Form” distributed electronically last week was encouraged to insure complete contact information is collected.

- 2) Facilitator candidate identification and fee expectation confirmation:
 - a) Five candidates have now been identified and information collected on each (all members of the Steering Committee should have received via e-mail basic information on all five candidates).
 - b) All candidates have provided a projected, non-binding fee, all of which are within the established fee range, as noted below:

<u>Facilitator</u>	<u>Company</u>	<u>Fee Minimum</u>	<u>Fee Maximum</u>
Don Dyck	Educational Services, Inc.	\$50,000	\$65,000
Steve Wittenauer	Administrator Assistance	\$30,000	\$35,000
Marilyn Shank	Shank Communications, Inc.	\$5,000	\$5,000
Thomas King	Thomas King Consulting	\$9,500	\$12,500
Kirby Kirkpatrick	Success Express	\$50,000	\$75,000

3) Facilitator interview process:

- a) The identification and short listing of facilitator candidates was reviewed and confirmed:
 - i) After discussion, it was agreed that while additional candidates could be identified, there are sufficient qualified candidates now under consideration to demonstrate a reasonable and appropriate due diligence process and no further candidates need be included.
 - ii) After discussion, it was agreed that an adequate interview schedule could be developed allowing all five of the candidates to be interviewed. A draft interview schedule was reviewed and will be moved towards implementation for January 5, 2010 at Steering Committee Meeting No. 4.
- b) The development of criteria and questions was continued. General interview areas and specific sample questions were discussed, with each interview committee member present leading groups of two to three Steering Committee members to edit, revise, replace, or eliminate entirely questions. Upon conclusion of this process, the resulting questions were then prioritized and reviewed with the entire Steering Committee. The resulting draft interview question list is attached to this set of Meeting Notes for further review and comment.
- c) The “next steps” in the interview process were reviewed:
 - i) John Voigt will contact the candidates and establish a final interview schedule (*candidates will be randomly assigned an interview slot to the published interview format and a final interview schedule will be posted*).
 - ii) The combined interview questions will be further refined and revised to eliminate duplications, etc.
 - iii) The Interview Committee will meet at 3:00 p.m. on Thursday, January 5, 2010 to coordinate efforts (all members of the Steering Committee are welcome and encouraged to attend). The Interview Committee consists of the following individuals:
 - (1) Tracy Sullivan;
 - (2) Allan Bolante;
 - (3) Jim Waggoner;
 - (4) Larry Hartley
 - (5) Tom Garrison;
 - (6) John Voigt (serving as moderator).

- 4) Other issues discussed:
 - a) The issue of leadership of the facilitator was discussed. While technically the facilitator's agreement will be held by and addressed to the Board of School Trustees of the Brownsburg Community School Corporation, from a practical standpoint the Steering Committee will direct, guide, and evaluate the facilitator's activities. The Steering Committee will respond to concerns and suggestions of the Commission membership and the Board of School Trustees, but the facilitator will "answer" to the Steering Committee.
 - b) The Interview Committee will strive to maintain a common set of questions within each interview session, without carrying information learned in one interview into the discussion of a later interview. Nonetheless, the Interview Committee will be free to deviate from the established question list in pursuit of particular issues raised by the individual candidate in the course of their interview.
 - c) The selection and recommendation of the facilitator candidate will be made "subject to negotiation and execution of an appropriate fee and agreement". If an appropriate fee structure and scope of services is not able to be developed to the mutual satisfaction of the facilitator and the Steering Committee, the Steering Committee reserves the right to dismiss the selected facilitator and move to their second choice.
- 5) Activities moving forward (note the schedule has been adjusted to reflect the change in interview dates):
 - i) January 5, 2009
 - (1) 3:00 Interview Committee Coordination Meeting
 - (2) 4:00 Interview process commences
 - ii) *January 11, 2009 - Board of School Trustees Meeting.*
 - iii) *January 19, 2009 - Steering Committee Meeting - Planning for Commission (if possible).*
 - iv) *January 25, 2009 - Board of School Trustees Meeting.*
 - v) *January 26, 2009 - Steering Committee Meeting - Planning for Commission (if possible).*
 - vi) *February 2, 2010 - EnVision 20/20+ Commission Meeting No. 1 - Tentative, to be confirmed with Facilitator.*
- 6) The meeting adjourned at approximately 8:00 p.m.

20/20+

EnVision

A Community Discussion on the Future of Education in Brownsburg

Facilitator Interview Questions

Revised and Combined

December 15, 2009

1-1 Production Capacity – What do you believe is the best method to insure the work of the Commission (and the community as a whole) is accurately captured to allow the school district to then meet the expectations of the community?

2-1 Community Facilitation – Describe a process you have led that is similar to the EnVision Commission and provide examples of why the comparative process was similar as key differences.

3-1 Experience with Public Education Issues – What is your understanding of the primary issues that schools are facing?

4-1 Communication and Rapport – Explain your methods in the collection of information.

5-1 Facilitation and Knowledge – Which is more important to this process, knowledge of public education or facilitation skills, and why?

1-2 Production Capacity – Describe your preferred process of collecting and documenting community input.

2 -2 Community Facilitation - “Revised Question – The Squeaky Wheel”

3-2 Experience with Public Education Issues – How do you separate your personal bias from your efforts in guiding a community group?

4-2 Communication and rapport – How do you promote public participation and how will information be collected?

5-2 Facilitation and Knowledge – How does a facilitator make this process a civil, positive experience for this community while still allowing for multiple opinions and options to be heard?

1-3 – Production Capacity – Describe your perceptions of the role of the Commission in collecting and documenting community input.

2-3 – Community Facilitation – What is the most effective method to promote large-scale community participation?

4-3 – What makes a concept easily understood by a group of individuals from varied backgrounds and experiences?

4-4 – Describe the most difficult concept you have dealt with in a public forum and give examples of how you resolved the communication challenge presented by this concept.

20/20+

EnVision

A Community Discussion on the Future of Education in Brownsburg

Tentative Facilitator Interview Schedule

Tuesday, January 5, 2010.

All interviews will be conducted in the Board Room at the offices of the Brownsburg Community School Corporation, 444 East Tilden Drive, Brownsburg, Indiana. Presentation technology, including a laptop, video projector, and document camera will be available for use but are not required to be used by the candidates.

- 3:00 p.m. Interview Committee coordination session
- 4:00 p.m. Interview Session No. 1 – Thomas A. King Consulting LLC
- 4:45 p.m. Break and re-set
- 5:00 p.m. Interview Session No. 2 - SuccessExpress
- 5:45 p.m. Break and re-set
- 6:00 p.m. Interview Session No. 3 – Administrator Assistance
- 6:45 pm. Break and re-set
- 7:00 p.m. Interview Session No. 4 – Shank Public Relations Counselors, Inc.
- 7:45 p.m. Break and re-set
- 8:00 p.m. Interview Session no. 5 – Educational Services Company
- 8:45 p.m. Break and re-set
- 9:00 p.m. Interview Debriefing
- 10:00 p.m. Adjourn