



WESTWOOD PUBLIC SCHOOLS  
Westwood, Massachusetts

**CAPITAL PROJECT COMMUNITY ENGAGEMENT PLAN**

Phase 1: Inform (December 2017-February 2018)	
Objectives:	<ul style="list-style-type: none"> <li>Inform the public about our capital needs</li> <li>Inform the public about our educational needs</li> </ul>
Guiding Questions:	<ul style="list-style-type: none"> <li>What is the current state of the school buildings in Westwood? What are our capital needs?</li> <li>How and why have school buildings changed in the last 60 years? What will the schools of the future look like?</li> </ul>

Benchmark Dates	Community Engagement Action Steps	Action Steps for MSBA Process	
		Possible outcome #1: MSBA accepts Statement of Interest	Possible outcome #2: MSBA rejects Statement of Interest
		(Note: Action steps differ depending upon MSBA response to SOI Application.)	
<b>December 2017</b>	Develop written materials that describe current state of buildings, capital needs, and how school buildings have changed in the last 60 years		
<b>December 2017</b>	Work with Westwood Media Center to create an informational video that addresses capital needs and timeline for the process		
<b>December 2017</b>	Host tours of elementary schools for members of the Town-wide Building Task Force		
<b>By week of January 8, 2018</b>	School Committee visits recently constructed elementary schools in Massachusetts	January 1-January 31: Initial Compliance Certification Completed	
<b>By week of January 8, 2018</b>	Create webpage on the district website that includes articles, videos, photos, capital study reports, links to MSBA, etc.		
<b>Week of January 15</b>	Submit articles outlining capital needs to <i>Hometown Weekly</i> and <i>The Westwood Press</i>		
<b>Week of January 15</b>	Send letter to all residents of Westwood describing needs and inviting them to be part of the process		
<b>Week of January 15</b>	Distribute information through school newsletters		
<b>Weeks of January 15 and 21</b>	Use social media (district and school Twitter feeds, district Facebook) to encourage community to view webpage		
<b>Week of January 15</b>	Engage educators through the district <i>Monday Memo</i> and discussions with WTA leadership		
<b>Saturday, February 3, 2018</b>	Host "open houses" at elementary schools for members of the public to tour the facilities		
<b>February 2018</b>	Form advisory committee including members of the parent community, educators, and residents		
<b>February 2018</b>	Host forums at Council on Aging and Fox Hill	February 28: School Building Committee Formed	
<b>Monthly</b>	Participate in Westwood Media Center's monthly news program		
<b>Monthly</b>	Continue to provide updates on the process during monthly School Committee meetings		
<b>Ongoing</b>	Continue School Committee participation on the Town-wide Building Task Force and Long-Range Financial Planning Committee		

**Phase 2: Listen (March-April 2018)**

Objectives:	<ul style="list-style-type: none"> <li>Engage in a visioning process</li> <li>Develop criteria to be used when assessing various building project options</li> </ul>
Guiding Questions:	<ul style="list-style-type: none"> <li>What would schools look like that meet the needs of our students for the next 30-50 years?</li> <li>What do we value as a community? What's important to us as we consider our future elementary schools??</li> </ul>

Benchmark Dates		Community Engagement Action Steps	Action Steps for MSBA Process	
			(Note: Action steps differ depending upon MSBA response to SOI Application.)	
			Possible outcome #1: MSBA accepts Statement of Interest	Possible outcome #2: MSBA rejects Statement of Interest
<b>March 2018</b>	Conduct a series of community forums led by the School Committee for the purpose of collecting input from the community: <ul style="list-style-type: none"> <li>Thursday, March 1, 7pm, Deerfield School Gym</li> <li>Wednesday, March 7, 9am, Hanlon School Gym</li> <li>Monday, March 19, 7pm, Sheehan School Cafeteria</li> </ul>			
<b>March/April 2018</b>	Conduct focus groups at PTO Meetings at each school, Special Education Parent Advisory Council (SEPAC), and Early Childhood Council, led by School Committee liaisons <ul style="list-style-type: none"> <li>WHS PTO – March 5, 8:30 am</li> <li>Martha Jones School PTO—March 6, 7pm</li> <li>Sheehan School PTA—March 13, 7pm</li> <li>Deerfield School PTO—March 21, 7pm</li> <li>Downey School PTO— Feb 13, 7 pm</li> <li>Hanlon School PTO— TBD</li> <li>Preschool PTO – March 14, 7 pm</li> <li>TMS PTO – TBD</li> <li>SEPAC—April 3, 2018</li> <li>Early Childhood Council—April 3, 2018</li> </ul>			
<b>March 2018</b>	Conduct a focus group with elementary teachers <ul style="list-style-type: none"> <li>March 5, 3:30pm</li> </ul>		March 31, 2018: Educational Profile Completed	
<b>March 2018</b>	Conduct a focus group with elementary administrators <ul style="list-style-type: none"> <li>March 6, 8:00am</li> </ul>		March 31, 2018: Online Enrollment Projection	
<b>Week of April 9, 2018</b>	Provide an electronic survey for community members (distributed via district list-serv and publicized via social media and newspapers)			April 2018: Resubmit Statement of Interest
<b>April 2018</b>	Using collected input, develop criteria to evaluate building project options			

Phase 3: Examine Options (Timeline TBD , dependent on MSBA process)	
Objectives:	<ul style="list-style-type: none"> <li>Evaluate various building project options using the criteria developed during phase 2.</li> <li>Assess the value of each option in light of available funding</li> </ul>
Guiding Questions:	<ul style="list-style-type: none"> <li>What possible options do we have to meet the needs of our students into the future?</li> </ul>

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		(Note: Action steps differ depending upon MSBA response to SOI Application.)	
		Possible outcome #1: MSBA accepts Statement of Interest	Possible outcome #2: MSBA rejects Statement of Interest
		June 30, 2018: Maintenance document submission	
		June 30, 2018: Certification of design enrollment	

Phase 4: Decision-Making (Timeline TBD, dependent on MSBA process)	
Objectives:	<ul style="list-style-type: none"> <li>Evaluate various building project options using the criteria developed during phase 2.</li> <li>Assess the value of each option in light of available funding</li> </ul>
Guiding Questions:	<ul style="list-style-type: none"> <li>Which project option best meets the community's needs and represents a sound investment for the community?</li> </ul>

Benchmark Dates	Community Engagement Action Steps	Action Steps for MSBA Process	
		(Note: Action steps differ depending upon MSBA response to SOI Application.)	
		Possible outcome #1: MSBA accepts Statement of Interest	Possible outcome #2: MSBA rejects Statement of Interest
	Determine which option to move forward	September 30, 2018: Local Authorization of Funding	