



WESTWOOD PUBLIC SCHOOLS
Westwood, Massachusetts

CAPITAL PROJECT COMMUNITY ENGAGEMENT PLAN
Updated February 16, 2018

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

Benchmark Dates	Community Engagement Action Steps	Action Steps for MSBA Process
December 2017	Develop written materials that describe current state of buildings, capital needs, and how school buildings have changed in the last 60 years	
December 2017	Work with Westwood Media Center to create an informational video that addresses capital needs and timeline for the process	
December 2017	Host tours of elementary schools for members of the Town-wide Building Task Force	
By week of January 8, 2018	School Committee visits recently constructed elementary schools in Massachusetts	January 1-January 31: Initial Compliance Certification Completed
By week of January 8, 2018	Create webpage on the district website that includes articles, videos, photos, capital study reports, links to MSBA, etc.	
Week of January 15	Submit articles outlining capital needs to <i>Hometown Weekly</i> and <i>The Westwood Press</i>	
Week of January 15	Send letter to all residents of Westwood describing needs and inviting them to be part of the process	
Week of January 15	Distribute information through school newsletters	
Weeks of January 15 and 21	Use social media (district and school Twitter feeds, district Facebook) to encourage community to view webpage	
Week of January 15	Engage educators through the district <i>Monday Memo</i> and discussions with WTA leadership	
Saturday, March 3 and Sunday, March 4, 2018	Host "open houses" at elementary schools for members of the public to tour the facilities	
Monthly	Participate in Westwood Media Center's monthly news program	
Monthly	Continue to provide updates on the process during monthly School Committee meetings	
Ongoing	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"> • Engage in a visioning process • Develop criteria to be used when assessing various building project options 	
Guiding Questions:	<ul style="list-style-type: none"> • What would schools look like that meet the needs of our students for the next 30-50 years? • What do we value as a community? What's important to us as we consider our future elementary schools?? 	

Benchmark Dates	Community Engagement Action Steps	Action Steps for MSBA Process
March 2018	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"> • Thursday, March 8, 9am, Sheehan School Library • Tuesday, March 20, 7pm, Hanlon School Gym 	March 31, 2018: Educational Profile Completed
March/April 2018	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"> • WHS PTO – March 12, 8:30am • Martha Jones School PTO—March 6, 7pm • Sheehan School PTA—March 13, 7pm • Deerfield School PTO—March 21, 7pm • Preschool PTO – March 14, 7pm • SEPAC—April 3, 2018, 7pm • Early Childhood Council—April 3, 2018, 7:30pm 	March 31, 2018: Online Enrollment Projection
Week of April 9, 2018	Provide an electronic survey for community members (distributed via district list-serv and publicized via social media and newspapers)	
April 2018	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"> • Evaluate various building project options using the criteria developed during phase 2. • Assess the value of each option in light of available funding
Guiding Questions:	<ul style="list-style-type: none"> • What possible options do we have to meet the needs of our students into the future?

Benchmark Dates	Community Engagement Action Steps	Action Steps for MSBA Process
Spring 2018	Form advisory committee including members of the parent community, educators, and residents	Spring 2018: School Building Committee Formed
Spring 2018	Host forums at Council on Aging and Fox Hill	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"> • Evaluate various building project options using the criteria developed during phase 2. • Assess the value of each option in light of available funding
Guiding Questions:	<ul style="list-style-type: none"> • Which project option best meets the community's needs and represents a sound investment for the community?

Benchmark Dates	Community Engagement Action Steps	Action Steps for MSBA Process
Fall 2018	Conduct a focus group with elementary teachers	September 30, 2018: Local Authorization of Funding
Fall 2018	Conduct a focus group with elementary administrators	
	Determine which option to move forward	