

**Community Engagement Plan Template**  
**William S. Hackett Middle School**

**Directions:** Please answer the following questions to meet the requirements of Commissioner's Regulation §100.19 (c)(3).

**1. How were stakeholders consulted in the development of the Community Engagement Plan?**

Stakeholders were consulted in the development of the Community Engagement Plan through, but not limited to, various public meetings and presentations by building and district leadership (\*), the school and district websites, and emails. Public meetings are ongoing, with their frequency determined by consensus of the CET. (\*Public hearings: August 11 and 12, 2015; presentations: May 26, June 3 and 15, August 27, 2015)

**2. How are members of the Community Engagement Team selected? What is the process for modifying the membership of the Community Engagement Team or filling vacancies? Please note: the administrator, teacher, and parent members of the Community Engagement Team must be selected through the process established in Commissioner's Regulation 100.11(b).**

APSUE, APSTA and APSAA representatives to the committee shall be chosen from within their respective unions, with the proviso that at least one person from Hackett's Building Leadership Team must also serve on the CET to facilitate communication between these two committees. At least at the start, any parent or community member interested in participating has been openly invited by the Receiver and others in the school community to join the CET. CET members have made, and will continue to make, an effort to solicit involvement from parents who, for whatever reason, have felt disconnected from the school and the school district, with a special eye towards developing a committee of diverse racial, ethnic and socio-economic backgrounds that reflects the composition of the school body as a whole. An effort will be made to find at least two students to serve on the committee. Students will be invited to contact Mr. Paolino if interested. Students may also be approached and asked to join if insufficient numbers volunteer.

**3. What is the manner and extent of the expected involvement of all parties in developing recommendations regarding implementation of school receivership (i.e., the Community Engagement Team, Superintendent Receiver, the district, the school based leadership team)?**

All CET decision making will take place during open meetings that the Receiver (or representative), building principal (or representative) and all members are expected to attend. Members will be asked to review materials and submit recommendations or comments via email for all to consider prior to meetings, so that meetings can be productive places for discussion and decision making.

**4. How will the Community Engagement Team conduct meetings and formulate recommendations?**

To ensure that meetings are productive, individuals within the CET have assumed the roles of co-facilitator, time keeper, and note taker. An agenda and pertinent documents are distributed to CET members prior to each meeting, and minutes are distributed for review and approval after each meeting. Most meetings have been held on a weekday evening in the school library. The CET is open to holding meetings at various places in the community, and held a single test meeting at the central public library, but the different venue did not yield any additional parent and community members as hoped.

To develop its 2015-16 set of recommendations, individual members first submitted proposed recommendations for review by all members, a co-facilitator created an ordered list for discussion from these disparate documents, and the team used meetings to discuss and vote on the recommendations to produce its comprehensive list.

**5. How will the Community Engagement Team solicit public input?**

ET members made use of the Hackett Open House and a September 13, 2015, meeting with ENL community members (\*) to inform parents about Hackett's receivership status and solicit impressions of key issues to address in the team's recommendations. Also, a new section has been added to the Hackett website to enable public viewing of all CET meeting documents – agendas, minutes, documents for review and draft recommendations.

Looking forward, the CET is committed to soliciting public input through all possible means, including; a school survey, PTA discussions, fliers sent home with students and SNN (electronic School News Notifier) notices, and presentations and outreach to neighborhood and tenant associations and community based organizations. The CET will make every effort to provide for interpreters and translations, when needed, to keep lack of fluency in English from hindering participation in the discussion.

\*On Sunday September 13, 2015 the Director of ENL and Refugee Services for the district and member of the CET meet with a group of Karen parents. The meeting was held at Emmanuel Baptist Church a location familiar to many of the people. A translator was present. Some of the out comes of the meeting were:

The single biggest determinate to ENL parent participation in the schooling of their child is lack of translation services. Parents want to know when their children are not attending school and prefer home visits to phone calls.

**6. How will the Community Engagement Team make public its recommendations?**

The CET will issue a press release to inform the public about its recommendations, will publish them on the Hackett and District website and on the District's Facebook page, will plan visits to neighborhood association and other community meetings, and will distribute and post them in paper form. The CET will make every effort to arrange for appropriate translations, when necessary.

**7. How will the Community Engagement Team be provided with the information necessary to assess the implementation of the comprehensive education plan or department-approved intervention model?**

The CET will meet at least monthly over the year to review academic data and reports describing the status of implementation of new initiatives. The Receiver will ensure CET members receive pertinent data and reports by email with enough lead time to allow CET members to review them prior to each meeting.

**8. How will the Community Engagement Team coordinate its work with any school based management/shared decision making team or school building leadership team that is operating in the school?**

Membership rules for the CET call for there to be at least one member in common with the BLT, a stipulation meant to foster communication and align the oversight efforts of each committee. At present one teacher and two parents are members of both the CET and the BLT. When appropriate, and at least once a year, BLT members will be formally asked to attend a particular CET meeting so that the two groups can share their perspectives and coordinate efforts.