



School Building Public Engagement

TIMELINE/PROCESS

Community Engagement Kickoff Discussion

Introduction/Supporting CAG Mission

Process & CAG Involvement

Timeline

Next Steps

Community Input Content – Planning for content that informs your deliberations

CAG Mission

Core questions to be reviewed
by the Construction Advisory Group
include:

- If we build a new school rather than renovate the old Winter Hill School, should the school be located at the Winter Hill site at Sycamore Street, or elsewhere?
- Will the Brown School be included in a joint school, or, if not, how should we plan for the future of the Brown?
- What do these choices mean for the Somerville Public Schools and City as a whole?

Community Input: Survey & Focus Groups

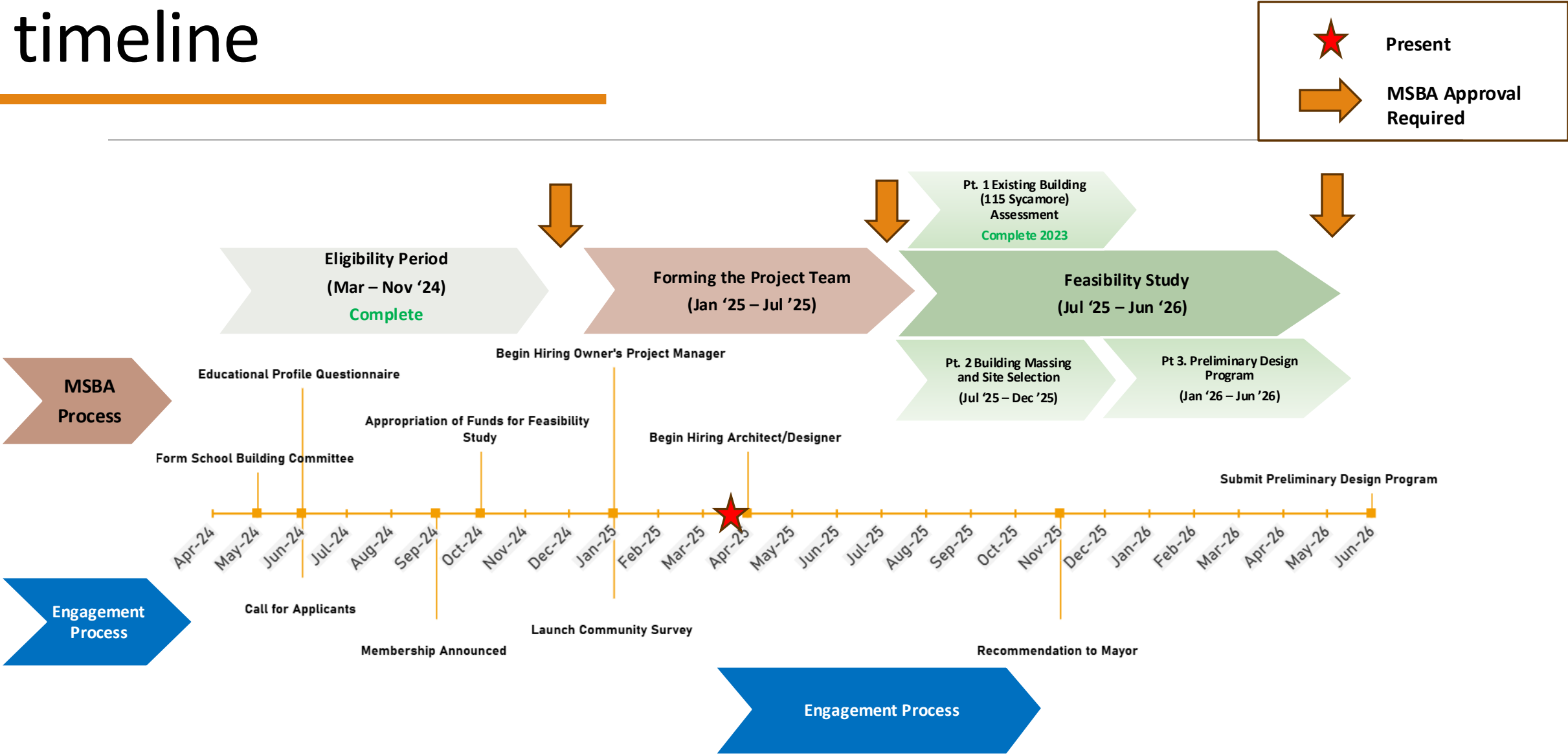
Proposed CAG Involvement

- Review Survey & Focus Group Vendor Scope of Work
- Interested members to join Vendor Selection process
- All CAG members work directly with Vendor at meetings and via optional input between meetings
- Designated CAG members work more in depth on behalf of full CAG on survey development and focus group instruments with Vendor and staff between meetings
- All members provide review of interim drafts and final versions
- All members may participate in focus groups as hosts, recruiters, observers
- All members deliberate on information gained from survey outcomes and focus group sessions
- All members consider proposal to hold extra October/early Nov. meeting to discuss community input outcomes in depth

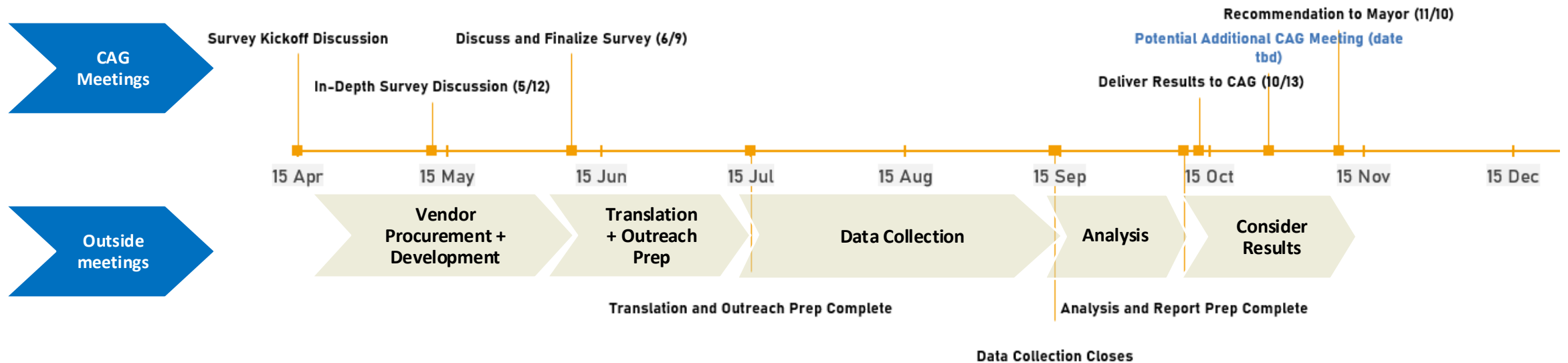
Timeline – Critical Considerations

- Community input collection period needs to include time while school is in session to optimize representation across the SPS community.
- Timeline needs to incorporate meaningful CAG input and review of survey and discussion instruments.
- Further refinement of options/considerations/data will come as CAG process and staff/OPM work progresses.
- Results must be delivered with sufficient time for CAG members to incorporate into their decision-making process.

Community Engagement Process w/in MSBA timeline



Engagement Process – Detailed Timeline



Process/Proposed CAG Involvement

In order to meet this timeline, the City needs to procure a third-party survey company to facilitate development of research instruments: survey and focus group supports.

We want to ensure CAG has ability to help shape the type of information that is gathered through the community engagement. This is built into the vendor's scope of work.

- Directly following this meeting we'll email the DRAFT scope of work to all CAG members for consideration and comment.
- To keep the schedule, comments need to be submitted by 10 a.m. on Thursday, April 17.
- Anyone with questions during the review period may contact cag@somervillema.gov

Process/Proposed CAG Involvement

We also welcome CAG representation on the vendor selection committee. This will require additional time commitment from some members outside of monthly meetings. Decision needed by Thursday 4/24.

- Estimated Time commitment: 2-4 hours (by April 30th)
 - ~1h on own time to review and score vendor proposals
 - ~1-2 h in virtual meeting(s) to discuss individual scores and come to consensus
 - ~1 h buffer for as needed

The selected vendor will work with the CAG as a whole and/or representatives as selected in developing survey and focus group instruments. Decision on additional participation will be needed by the May Meeting and can be the same or different CAG members as those who participate on selection committee.

Next Steps

1. Scope of services doc sent to CAG prior to starting procurement process.
 - Feedback from CAG needed by Thursday 4/17 am.
2. City to issue request for bids from state procurement list.
 - Request issued by Thursday 4/17 end of day.
3. City to send CAG demographics list for consideration for survey for review 4/17.
4. CBI to send CAG jotform link for feedback prior to May meeting for compilation and sharing at next meeting. Feedback and discussion will also take place at meeting. This is optional to advance discussion but not only means for input.
5. Vendor bids due by Thursday 4/24
6. Review bids – Friday 4/25 – Tuesday 4/29 (not all days)
 - Selection committee consists of project staff, procurement, CAG representation
7. Vendor Selected by Wednesday 4/30
8. CAG representatives begin working with vendor on survey development

Community Engagement Content – Preparing and Starting Discussion for Next Meeting

- Start thinking about what we need from the Community Engagement process
 - What do you want to know about how people feel?
- Take a look at the demographic questions: <https://tinyurl.com/CoSDemoTemplate>. Do they meet your needs, or do some categories need to be added?
 - Which groups do you want to make sure are able to be compared?
- Fill out Community Engagement Prep Form (CBI will share) with your initial thoughts.

Example:

- Is the community broadly aligned in their preferences among the three options or is the community split?
 - If split, are there identifiable demographic differences across the different preferences?
- What do people give as the most important reason for their selection?
- What do people report would make the option(s) better?