



# Community Engagement Plan

March -  
November,  
2020

## Middle School Student Assignment

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The Berkeley Unified School District Board of Education has directed the Superintendent to develop a plan for further engaging the Berkeley community on the topic of middle school student enrollment. Elements of this community engagement will include a review of a variety of indicators, the identification of key issues in the current enrollment policy, and recommendations for adjusting this policy.

The purpose of this nine-month engagement process is to inform the Superintendent's recommendation to the Board of Education about the middle school student enrollment policy.

Possible options for the middle school assignment plan could include

- Leaving the current middle school enrollment policy in place
- Creating attendance zones for all three middle schools; or
- Creating "feeder patterns" for each middle school - a cluster of elementary schools that would feed into a designated middle school

# Previous Board of Education Discussions

Board of Education Meeting Date	Link
April 10, 2019  Item 15. Initial Discussion About Possible Middle School Rezoning - Discussion	<a href="#"><u>April 10, 2019 Board of Education Meeting Agenda</u></a>
June 12, 2019  Item 18. Update on Plan to Explore Revision to Middle School Assignment Process - Discussion	<a href="#"><u>June 12, 2019 Board of Education Meeting Agenda</u></a>

We envision this plan to consist of two phases.

In the first phase, an Advisory Group and participants in meetings will work to identify the key issues to be resolved in an eventual proposal to the Board of Education. This phase will last approximately from April to June.

In the second phase, an Advisory Group and participants in community meetings will identify potential solutions to propose to the Superintendent. The Superintendent will make recommendations to the Board of Education in November - likely at both the first and second Board meetings in November.

# BUSD Middle School Student Enrollment Policy: Community Engagement Plan, DRAFT DATE: March 4, 2020

	Phase One: Data Review and Issue Identification									
	Summer and School Opening					Phase Two: Recommendations and Decision				
	February	March	April	May	June	July	August	September	October	November
Board of Education		Board of Education Meeting: Overview of MS Enrollment Engagement Plan			First Presentation to the Board of Education on Key Issues			Board of Education Meeting: Discussion of Phase 2	Board of Education Meeting: Discussion of Second Recommendations	Board of Education Meetings (x2): First and Second Readings of MS Enrollment Action Item
District-Wide Communication		Initial Overview Communication to BUSD Community	Additional Outreach to Elementary Schools		Share first presentation of Key Issues with the BUSD Community		2019-2020 Recap Communication to BUSD Community	Summary of Board Discussion		
Community Feedback		Seek Feedback on Engagement Plan via survey			Seek Feedback Key Issues			Seek Feedback via survey	Seek Feedback on Engagement Plan via survey	Seek Feedback on Engagement Plan via survey
Stakeholder Advisement		Establish Middle School Enrollment Advisory Group		MS Enrollment Advisory Group meets to interpret feedback and name issues in current assignment system				MS Enrollment Advisory Group meets to review summer feedback and first preliminary recommendations		
Community Meetings			First Set of Community Meetings: Each Elementary Attendance Area, and Parent Engagement Committees (DELAC, PAC, and PTA)					Second Set of Community Meetings: Each Elementary Attendance Area and Parent Committees (DELAC, PAC, and PTA)		
Educator Engagement			Faculty Meetings; Classified Staff Are Invited					Faculty Meetings; Classified Staff Are Invited		
Examples of Key Tasks	Project Manager Search	Secure Project Manager	Prepare OFEE Liaisons	Prepare Advisory Group materials	Begin to develop options for Enrollment Models	Prepare Recap Communication	Prepare for second set of community engagements	Incorporate Board feedback into options for enrollment models		
	Prepare demand and placement data	Establish Milestones	School Messenger Email	Prepare Key Issue Document		Collect and Summarize Feedback Data	Prepare presentation of options for community feedback	Analyze feedback from community and parent committee engagement		
	Review previous MS enrollment studies	Create Historical Overview of MS Enrollment	Printed Notice to ES Families							
	Prepare principals and staff	Create Survey Instrument	Collect and Summarize Feedback Data							
		Create Core Equity Principles	Refine Enrollment Models							
Notes										November 2020 is the latest possible date for a decision about the 2021-2022 school year

# Middle School Student Enrollment Policy Community Engagement Plan

## Key Elements

## 1. District-Wide Communication

At key moments in this process, the Superintendent will share with the broad BUSD community updates on the status of this work. At the outset, this document will be translated and distributed in as an overview of the total process so that members of the community are of the variety of opportunities to provide input.

Translated advertisements for community meetings will be distributed to parents through email, and in elementary schools, printed flyers will be distributed to students to take home.



## 2. Community and Parent Committee Meetings

At two points in this engagement process, BUSD plans to hold two rounds of community meetings at each one of the district's elementary attendance zones.

Around the same time as these meetings, the district will also engage the Parent Advisory Committee, the PTA Council, and District English Language Advisory Committee on this topic.

These rounds are meetings planned for April-May and again in September-October.

### 3. Community Feedback

At several key junctures in this process, the district will broadly solicit feedback from the community, through surveys after we have identified key issues, and after a first recommendation to the Board of Education by district staff. We will also maintain a specific email address dedicated to feedback about middle school enrollment.

The district will send out these draft recommendations through School Messenger, and will utilize liaisons from the Office of Family Engagement and Equity to solicit feedback from families who may need support to respond.

All communications will be translated into English and Spanish.

## 4. Educator Engagement

To accommodate educators' schedules, the district will meet with teachers and classified staff from Longfellow, King, and Willard. These will be scheduled in collaboration with each school principal and leadership team.

## 5. Middle School Enrollment Advisory Group

For the purpose of securing ongoing advice, the district will form a Middle School Student Enrollment Advisory Group that will meet throughout the engagement process. The Advisory group will consist of

- Community Members (4)
- Middle School Principals (3)
- BFT and BCCE representatives (1-2 each)
- BUSD Staff, including the Enrollment Office (3)
- One Board of Education member
- Senior BUSD Staff Member
- Facilitator

Thank you!

