

# **GROUND RULES FOR THE EDUCATION TASK FORCE AND ITS COMMITTEES**

## **AGENCIES AND ENTITIES REPRESENTED ON THE TASK FORCE**

Each agency or entity is responsible for appointing its regular member and at least one alternate to attend and participate in meetings when the regular member is unable to attend.

## **ATTENDANCE**

The “price” of participation on the Task Force is attending and contributing to Task Force and Committee meetings. All members must serve on at least one Committee. Agencies and entities represented on the task force must appoint alternate members to attend meetings when the appointed regular member is unable to attend. Represented groups may be removed from the Task Force when their appointed members or alternates miss more than 25% of scheduled Task Force or Committee meetings in a twelve month period.

Quorum: To convene meetings and make decisions, a minimum of 50% of the membership, plus one member (including alternates) must be in attendance.

## **PUBLIC PARTICIPATION**

Members of the public are encouraged to participate in the work of the Education Task Force. Public participation can occur in a variety of ways:

- Task Force meetings – A section of each meeting agenda will be dedicated for public comment. Speakers must fill out a speaker’s form at the meeting, and will be limited to three minutes for comments
- Committee meetings – Interested members of the community are encouraged to participate as Committee members. Each Committee will establish its own ground rules for such participation
- Public Forums – Periodically, the Task Force Chair will establish and announce a public forum to update interested community members about the workings of the Task Force. Such forums will provide opportunities for members of the public to comment on the project.

## **COMMITTEES**

The predominant work of the Task Force will be accomplished by designated Committees. Committees have interconnected responsibilities. The Committees include:

### **Educational Facilities (Chair: Tom Anglewicz)**

The Educational Facilities Committee is responsible for:

- Analyzing and evaluating current school facilities in downtown San Diego
- Analyzing demographic data regarding current and future student enrollment in downtown San Diego
- Considering the Educational Programs desired by the community for downtown schools
- Considering the mix of school facilities, parks and open spaces in downtown San Diego
- Recommending improvements to current downtown school facilities
- Recommending location(s) and design considerations for new downtown school facilities

### **Educational Programs (Chair: Chuck Morris)**

The Educational Programs Committee is responsible for:

- Analyzing and evaluating current educational and extracurricular programs offered at downtown schools
- Conducting formal public opinion research (aligned with other issues of interest to the Centre City Development Corporation) to obtain timely and meaningful information about the interests of downtown parents, students and other community members regarding educational program offerings for current and future schools
- Recommending enhancements to existing educational and extracurricular programs in downtown schools
- Recommending new educational and extracurricular programs in downtown schools, including, as appropriate, the educational program focus of any new educational facilities to be considered for downtown San Diego
- Coordinating with Business/Community Outreach Committee

### **COMMITTEES (Continued)**

#### **Community Outreach** (Chair: Nancy Scull)

The Community Outreach Committee is responsible for:

- Analyzing and evaluating the current relationships between and among business, private and public entities, individuals (including parents, students, residents and others) and downtown educational programs
- Determining what types of partnerships/relationships between and among businesses, private and public entities, individuals (including parents, students, residents and others) and downtown schools would bring the optimal benefits to downtown educational programs
- Assisting downtown schools in establishing expectations for partnerships/relationships between among businesses, private and public entities, individuals (including parents, students, residents and others) and downtown educational programs
- Conducting broad outreach to downtown business, private and public entities, and individuals (including parents, students, residents and others) to promote and obtain meaningful partnerships/relationships with downtown educational programs
- Monitoring the progress of partnerships/relationships between and among businesses, private and public entities, individuals (including parents, students, residents and others) and downtown educational programs to determine whether established expectations are being met

#### **Financial Resources** (Chair: Ken Leighton)

The Financial Resources Committee is responsible for:

- Analyzing and evaluating the work product of the School Facilities Committee to determine potential costs of physical upgrades to current downtown public and private schools and potential costs of new schools, including, but not limited to land acquisition, pre-construction costs, design, development, construction and other non-construction costs
- Working with local and state agencies to determine eligibility for public funding for school modernization and new construction projects
- Research and identify potential funding sources such as redevelopment tax increment, New Markets Tax Credits, public and non-public funding sources (grants, endowments and other sources)

## **ROLES OF CHAIRS**

**Task Force Chair:** Appointed by the Centre City Development Corporation, the Chair is responsible for:

- Managing the Task Force process
- Authorizing and reviewing the processes and work of the Task Force Committees
- Establishing Task Force meeting schedules
- Preparing and publishing Task Force meeting agendas
- Preparing and publishing Task Force meeting notes
- Communicating with Task Force members
- Communicating with the public
- Establishing and conducting periodic public forums to update the community on the workings of the Task Force and its Committees
- Serving as the official voice of the Task Force in communications with media and other interested parties

**Committee Chairs:** Selected by the Task Force membership, Committee Chairs are responsible for:

- Managing the activities of their respective Committees
- Communicating with the Task Force Chair to obtain authorization to conduct Committee processes and to submit work products of the Committee
- Leading their respective Committees in establishing and accomplishing goals, in alignment with the Mission and Goals of the Task Force
- Establishing Committee meeting schedules
- Preparing and publishing Committee meeting agendas
- Preparing and publishing Committee meeting notes
- Communicating with Committee and other Task Force members
- Referring communications with media and other interested parties to the Task Force Chair