

**Foothill Elementary Transportation, Safety and Recreation
Stakeholder Workgroup**

Meeting #1 - July 15, 2009

DRAFT Agenda

Objectives:

- Revise/Adopt protocols
 - Revise/Adopt interest list
 - Identify data needs
 - Identify non-engineering elements
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6:00 Welcome and Introductions

6:20 Protocols – Review, revise, adopt protocols

6:50 Interests List – Review, revise, adopt interests list

7:15 Problem Definition – BVSD, current data

7:30 Data Needs – Identify additional data needs

7:40 Public Comment

7:55 BREAK

8:05 Non-Engineering Elements – Presentation, brainstorming and discussion

9:00 Adjourn

**Operating Agreement and Protocols
Foothill Elementary Transportation, Safety and Recreation
Stakeholder Workgroup**

DRAFT – July 7, 2009

PURPOSE

The purpose of the Foothill Elementary Transportation, Safety and Recreation Stakeholder Workgroup is to:

- Create a common understanding of the transportation, safety, parking and recreation needs at Foothill Elementary
- Develop a transportation and safety plan of non-infrastructure/non-engineered strategies to test at the beginning of the school year.
- Build agreement on a comprehensive transportation and recreation plan to address identified needs

MEMBERSHIP

Membership will include the range of stakeholder perspectives:

- Parents who drive their children to school
- Parents of children who walk or bike to school
- Teachers and staff, including representation of physical education
- Foothill Elementary Principal
- BVSD Staff
- Neighbors
- City of Boulder and Go Boulder

ROLES

Group Members

The Workgroup members will:

- Engage in thoughtful, thorough deliberations
- Advocate for the interests of his/her agency/organization/constituents
- Look beyond the individual/constituency interests and seek solutions that advance the greater public good
- Share relevant information with other group members
- Keep constituents informed and advocate within constituency for support of the group's work
- Gather and represent the diversity of opinions from constituents, not just one's own view of one subset of opinions
- Be able to leave the past in the past and move forward towards a solution
- Refrain from undermining group recommendations
- Work within the workgroup process to resolve issues (not outside the process)
- Attend all Workgroup sessions
- Work towards a solution that all can agree to, leaving previously held positions and favorite solutions aside

- Notify the group in writing if wishing to withdraw from the process

Facilitators

The role of the facilitators is to assist the group in identifying issues and interests, narrowing options, and developing agreement where possible. They will

- Design work session agendas and conduct the meetings
- Remain impartial – not favoring any particular outcome – recognizing any participant, not just BVSD can recommend the facilitator is not acting as a neutral party and should be excused from her duties
- Ensure the broad range of perspectives are brought to bear on the decision-making process
- Reserve the right to withdraw a participant if the facilitator has just reason to believe the participant is not participating in good faith
- Encourage the fullest disclosure and exchange of information that may be vital to finding solutions

Public Input

To promote transparency, thorough discussion and the inclusion of the breadth of interests and stakeholders, all meetings of the Workgroup will be open for observation by interested members of the public, and a brief public comment period will be provided in each meeting. Workgroup meetings will be dedicated working sessions for members. Agendas for the Workgroup will be designed to maximize the time for member's discussion and deliberation. Workgroup meeting materials will be available online. There will be an email address to which the public may submit input.

DECISION MAKING AND DELIBERATION

The group's highest goal is consensus. A consensus agreement is one that all group members can support, built by identifying and exploring all parties' interests and by developing an outcome that satisfies these interests to the greatest extent possible. To enhance creativity during meetings, individuals are not expected to restrict themselves to the prior positions held by their organizations, agencies or constituencies. The goal of the meetings is to have frank and open discussion of the topics and alternatives in question. Therefore, ideas raised in the process of the dialogue, prior to agreement by the whole group, are for discussion purposes only and should not be construed to reflect the position of a member or to prematurely commit the group.

Formal voting will not be used by the group for decision making. Informal polling may be used during the process to assess the congruence of members on an issue or set of issues. If consensus is not possible, then the level of support and dissention will be noted and all deliberations and products of the Workgroup will be considered by BVSD Bond Program in their decision making.

The participants agree to use the Workgroup venue to resolve all questions associated with the transportation, safety and recreation issues at Foothill.

BVSD Bond Program cannot delegate their responsibilities regarding decision making and selecting a preferred alternative. However, as equal and participating members of the Workgroup, they are committed to crafting with all stakeholders a plan that can be the preferred alternative.

If consensus is not possible, BVSD will make a decision based on review of the input provided from the Workgroup and the public.

COMMUNICATION

E-mail Communication

Email will be used for meeting scheduling and logistics, document review and agenda building. Email will not be used for discussion, deliberation or agreement building.

Communication with other organizations, individuals and the media

Workgroup members wish to maintain an environment that promotes open, frank and constructive discussion. Members recognize that such an environment must be built on mutual respect and trust, and each commits to avoid actions that would damage that trust. In communicating about the group's work, including communicating with the press, each member agrees to speak only for herself or himself; to avoid characterizing the personal position or comments of other participants; and to always be thoughtful of the impact that specific public statements may have on the group and its ability to complete its work. No one will speak for any group other than their own, without the explicit consent of that group. Should anyone wish the Workgroup to release information to the media, the group will do so through a mutually agreeable statement, drafted by consensus of all of that group's members.

DISCUSSION GUIDELINES

All parties agree to act in good faith in all aspects of the group deliberations, to conduct themselves in a manner that promotes joint problem solving and collaboration, and to consider the input and viewpoint of other participants. Personal attacks will not be tolerated. Negative generalizations are not productive and have the potential to impede the ability of the group to reach consensus. All members will be given an equal opportunity to be heard with the intention of encouraging the free and open exchange of ideas, views and information prior to achieving consensus.

MEETING MATERIALS

The facilitators are committed to preparing agendas, meeting summaries and supporting materials for the Workgroup which serve the breadth of interests of members.

Meeting summaries will be prepared by the facilitators within two weeks of the meeting and will be circulated for review and approval by email between meetings. Approval of the meeting summaries by group members is a testament that the summaries accurately reflect the discussions in the meeting. Approval of the summaries does not signify an official or binding agreement for any group member.

Meeting materials will be available for the public online.

SCHEDULE AND MILESTONES

Members of the Workgroup commit to efficient, effective discussions. All members agree up front to strive to meet the schedule they establish at the first meeting. Group discussion and deliberations may result in the intentional, formal adjustment of the schedule and milestones. For example, the group may find that technical information required for an informed discussion on a central or critical topic is lacking or absent and must be developed before discussion can continue.

Members of the workgroup will seek agreement on which information needs or discussion items bear directly on the scope and decision making of the Foothill Transportation, Safety and Recreation plan. There may be discussion items or information needs that cannot be addressed within the timeframe of the Workgroup schedule. For these concerns, the members of the Workgroup will seek agreement on decision making principles and processes beyond the Workgroup effort.

Draft Schedule

Workgroup Meetings	Dates
Meeting #1 Review/approve protocols; review/revise draft interests list; identify data needs; define the problem; and understand current non-engineering strategies available	July 15, 2009
Meeting #2 – Build Agreement on Non-Engineering Plan Criteria & Non-engineering solutions – Revise/approve interests list as criteria for any solution; knowing what we know now, develop the best alternative with non-engineered strategies to be tested and how it will be tested	August 3, 2009
Meeting #3 - Problem Definition Review additional data gathered and analysis of how non-engineering strategies are working	October 2009
Meeting #4 – Brainstorm Solutions Develop a range of options including engineered and non-engineered elements	November 2009
Meeting #5 - Evaluate and Narrow the list of Options Evaluate options using the criteria and any analysis available	December 2009
Meeting #6 - Evaluate Narrowed List of Options Evaluate the narrowed list of options using the criteria, analysis, and comparative data available	February 2010
Public Meeting Gather input on narrowed list of options	March/April 2010
Meeting #7 - Build Agreement on Refined option	April 2010

**Foothill Elementary Transportation, Safety and Recreation
Stakeholder Workgroup**

**Draft - Interest List
July 10, 2009**

- Ensure the safety of the children
- Provide for increased traffic mobility
- Maintain green space for recreation and physical education
- Encourage other modes of access to school
- Provide for additional parking
- Avoid detrimental environmental impacts
- Meet all existing rules and regulations
- Be timely and efficient; take advantage of
 - ◇ Available funding
 - ◇ Currently disturbed area
 - ◇ Contractor already onsite
- Plan for the future as well as for the present
- Maintain neighborhood quality and property value
- Meet requirements of Bond
- Encourage health and outdoor physical activity
- Balance the cost of resources spent/lost (\$,land) with magnitude of the problem (duration and frequency)
- Address needs of mobility of disabled
- Sustainability
- Responsible and appropriate use of tax dollars
- Increase visibility between drop off and the building
- Reduce need for cars to back up
- Provide safer bike flow
- Improve access from north side of Broadway
- Respond to clearly articulated safety issue
- Provide adequate parking for staff within a reasonable distance