Neighborhood Advisory Council (NAC) Training

NAC Roles and Responsibilities

October 19, 2013
### Community Meeting Time Meeting Location Facilitator

<table>
<thead>
<tr>
<th>Community</th>
<th>Meeting Time</th>
<th>Meeting Location</th>
<th>Facilitator</th>
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<tbody>
<tr>
<td>Ashburn</td>
<td>Mondays, 6-8pm</td>
<td>• Hayes Park</td>
<td>Donald Malone</td>
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<tr>
<td>Chicago Lawn</td>
<td>Wednesdays, 6-8pm</td>
<td>• Chicago Police District (8th District)</td>
<td>Dan Duster</td>
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<tr>
<td>Northwest Side (Reed Dunning, Belmont Cragin, Sauganash, Albany Irving)</td>
<td>Thursdays, 6-8pm</td>
<td>• First Meeting Only: Sol de Mexico</td>
<td>Juan Jose Gonzalez</td>
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<td>• Subsequent Meetings: Poretta’s Banquet</td>
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<tr>
<td>McKinley Park</td>
<td>Thursdays, 6-8pm</td>
<td>• McKinley Park</td>
<td>Carla Rubalcava</td>
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NAC Orientation Training Session: NAC Weekly Meeting Schedule

<table>
<thead>
<tr>
<th>NAC WEEKLY MEETING SCHEDULE</th>
<th>DATES</th>
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<tr>
<td>NAC Week 1: Meeting: Orientation and Training for all communities in centralized location</td>
<td>October 19</td>
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<tr>
<td>NAC Week 2: Meeting: Organizing Meeting in individual communities</td>
<td>October 21</td>
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<td>NAC Week 3: Meeting: Expert Review – Organizational Capacity</td>
<td>October 28</td>
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<td>NAC Week 4: Meeting: Expert Review – Academic Capacity</td>
<td>November 4</td>
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<td>NAC Week 5: Meeting: Expert Review – Financial Sustainability and Facilities</td>
<td>November 11</td>
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<td>NAC Week 6: Meeting: Expert Review – Parent and Community Engagement</td>
<td>November 18</td>
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<td>NACs: Prescheduled school tours and/or meeting with applicants (if applicable)</td>
<td>November 4-22</td>
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<td>NACs: Meet with operators</td>
<td>November 25</td>
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Each NAC meeting will follow an outline similar to the one below:

- Brief meal time
- Outline of the meeting objectives
- Discussion of proposal (member and expert evaluations)
- Meeting Recap
- Next Steps and Prep for Next Week
The organizing meeting will be an important meeting, which will help your group to establish its behavior norms.

The objectives of this meeting include:

1. Electing NAC positions (chair and vice chair)
2. Establishing and agreeing to uphold the group’s code of conduct and other behavioral norms
3. Reviewing the NAC meeting schedule, timeline, NAC handbook
4. Obtaining any materials you need to carry out the NAC work
Duties and Responsibilities of Neighborhood Advisory Councils

Organizing and conducting elections for NAC officers

- Maintaining active, two-way communication with stakeholders

- Holding at least one community meeting after reviewing the full and complete Tier 2 proposal (due to Chicago Public Schools by December 3, 2013) to share information with parents, students, and community members about the new school proposals, and to get feedback from those stakeholders

- Working with community partners to disseminate information on the work of the NAC and solicit input from stakeholders

- Attending an orientation, six professional development sessions, and a two-day retreat.

- Preparing for weekly meetings by reading and commenting on the appropriate section of all proposals in order to contribute thoughtfully to the NAC discussion

- Making a recommendation to the CEO of Chicago Public Schools that includes the outcomes of both votes (taken by all NAC members and the subset of parents of school-aged children) and cites the proposed operator(s) that best fit the needs of the community
NAC Orientation Training Session:
Section 2: Roles and Responsibilities

NAC Officers

Each NAC must identify and elect two officers: a NAC Chair and a NAC Co-Chair. NAC officers will be the point of contact for the District and New Schools for Chicago staff members.

Duties and Responsibilities of NAC Officers

1. Chair

- Assisting with compiling and disseminating the weekly agenda
- Notifying NAC members of meetings/events by phone or email at least three (3) days before the meeting/event
- Collecting copies of agendas, sign-in sheets, and meeting notes for each NAC meeting, including the names, addresses, and affiliations of members in attendance
- Ensuring that all NAC members are knowledgeable of and fulfilling their roles and responsibilities as members
- Maintaining a current roster of NAC members that includes name, address, phone/email, and affiliation and share these with the facilitator and coordinator
- Keeping the minutes of all meetings
- Maintaining records of attendance and summary reports
Duties and Responsibilities of NAC Officers

2. Co-Chair

- Assuming the duties of the Chair in his/her absence
- Performing other duties as assigned by the Chair or the NAC
- Assisting in providing notice by phone or email to NAC members in advance of meetings/events
Duties and Responsibilities of NAC Facilitator and Coordinator

1. Facilitator

- Facilitating initial group goal setting and team building
- Leading the process to elect officers
- Facilitating the weekly sessions
- Facilitating discussions at the final evaluation retreat
- Supporting the formulation and documentation of the group’s recommendation to the CEO of CPS
Duties and Responsibilities of NAC Facilitator and Coordinator

2. Coordinator

- Assisting with reminder calls for NAC weekly meetings
- Compiling and distributing meeting materials
- Coordinating snacks and beverages for weekly meetings
- Organizing school tours for individual NAC members
- Supporting NAC facilitators as needed
How are NAC meetings run and managed?

1. Begin and end on time.
2. Use written agendas with time schedules.
3. Involve all members of the group.
Guidelines for NAC Meetings

- The focus of the meeting should be on real differences in opinions, not technicalities; arguments should be avoided if they are only for the sake of arguing.

- Debate should be limited to concise statements and not lengthy orations, which have little or nothing to do with the question at hand.

- One person should not dominate the discussions.

- The problem-solving process should be used to its fullest capacity.

- Brainstorming, work groups, and debate all add to intelligent decision-making.

- The average person has an attention span of 23 minutes or less. Remember to keep the meeting moving. **Review decisions made.** At the end of the meeting, all agreements made, such as tasks assigned, chairs appointed, and committees formed, should be verified.

- **Most of all, meetings should be interesting, exciting, and fun.**
Guidelines for Voting

1. All members who have not missed more than two training sessions, including the orientation training session and the final retreat, are able to vote.

2. In the case of a tie in a vote by all NAC members, the chairperson will cast a second vote to break the tie. The vote by parents of school-aged children is allowed to end in a tie and does not require a tie-breaker.

Research Based Decision-Making Guidelines

NAC members should consider the following guidelines for decision-making:

- Focus decisions based upon the community’s vision, especially what is best for ALL families and students.

- Seek involvement by other stakeholders rather than limiting discussions to the NAC. The community meeting is designed to involve other stakeholders in discussing educational priorities.

- Take risks and learn from mistakes. Seek solutions outside of tradition.
Questions?

If NAC members have any questions or feedback during the NAC process, please contact Office of New Schools at 773-553-1530 or newschoolapplicants@cps.edu.