

Parent and Community Input and Feedback Guidance during Turnaround Planning Process

This document provides guidance regarding the requirements for stakeholder input in the development of and feedback on the turnaround plan as outlined in Texas Education Code (TEC) 39A.103 and 39A.104(a), and as outlined in Texas Administrative Code (TAC) 19 TAC §97.1064(d) and (e). Please read this document carefully as there are two phases of stakeholder input with unique documentation requirements.

Phase 1: Stakeholder Input Prior to Turnaround Plan Development

For a campus that is required to create a turnaround plan, the district must notify the parents and community members that the campus has been identified as *Unacceptable* for two consecutive years and is now required to create a turnaround plan. This notification must also give these stakeholders the opportunity to provide input in the development of the turnaround plan. In providing input, stakeholders should have the opportunity to share concerns and areas that need improvement, as well as offer possible solutions or ideas for campus improvement. All stakeholder input should be considered in the development of the turnaround plan. In accordance with 19 TAC §97.1064(d), the district must deliver this notification within 60 calendar days of receiving the campus' preliminary accountability rating.

At a minimum, the district must post this notification on the district website. The district needs to maintain documentation that supports this notification was posted. The district may choose to use additional forms of communication to provide this notification. At a minimum, the notification on the district website and through any other communication method should include the following information:

- Campus identification and the number of years identified as *Unacceptable*;
- Acknowledgement that parents and community members can provide input, including sharing concerns and possible solutions for improvement; and
- All the opportunities the district is providing parents and the community to provide this input, including dates, times, and locations of any meetings.

The district may receive input from parents and community members in developing the turnaround plan using any or a combination of the following methods:

- Input through an online form or virtual submission,
- Public meetings, or
- Hard copy forms available at campus and/or district office(s).

If the district elects to collect input using virtual or hard copy forms, these forms must be maintained throughout the implementation of the turnaround plan.

If the district elects to collect input through public meetings, then the following documentation should be maintained:

- Meeting notification with noted means of dissemination,
- Agenda,
- Sign-in sheet,
- Materials, handouts, PowerPoints used during meeting,
- Notes from meeting capturing comments of stakeholder participants, and
- Any written input received regarding development of the turnaround plan.

If the district elects to conduct a meeting, it should take reasonable steps to conduct the meeting at a time and in a manner that would not prevent a majority of stakeholders from attending and participating.

The district is required to maintain documentation of all stakeholder input opportunities on the turnaround plan development and the actual input from parents and community members for the duration of the turnaround plan implementation. Districts will not be required to automatically submit this documentation to the agency. However, they should be prepared to submit the documented input to the agency, if requested, at any point during the plan's implementation.

Phase 2: Stakeholder Feedback on Developed Turnaround Plan Prior to Board of Trustees Approval

After the plan has been developed, but prior to submission to the board of trustees for approval, the district must provide the following groups the opportunity to review and provide written feedback:

- Campus site-based decision making committee required by TEC 11.251,
 - Charter campuses are not required to have this campus-level committee; however, the charter district must allow campus professional staff the opportunity to review and provide written feedback on the turnaround plan.
- Teachers,
- Parents, and
- Community members.

Districts must notify all stakeholders of their ability to review the completed plan on the district website at least 30 calendar days before the plan is submitted to the board of trustees.

The district may solicit written feedback using any or a combination of the following methods:

- Posting the turnaround plan on district and campus websites and providing an online method for stakeholders to provide written feedback (e.g., online form or email address);
- Conducting a public meeting in which the plan is explained, and meeting participants are given the opportunity to provide written feedback; or
- Making hard copies of the turnaround plan available at the campus and district offices with a form for stakeholders to provide written feedback.

The district should maintain documentation of all communication method(s) used to solicit written feedback for the duration of the turnaround plan implementation.

If the district elects to collect written feedback from any stakeholder group through public meetings, then the following documentation should be maintained for the duration of the turnaround plan implementation:

- Meeting notification with noted means of dissemination,
- Agenda,
- Sign-in sheet,
- Materials, handouts, and PowerPoints used during meeting,
- Notes from meeting capturing comments of stakeholder participants, and
- Any written feedback received regarding development of the turnaround plan.

If the district elects to conduct a meeting, it should take reasonable steps to conduct the meeting at a time and in a manner that would not prevent a majority of stakeholders from attending and participating.

The district is required to submit all written feedback collected in Phase 2 to the agency through the Intervention and Stage Activity Manager (ISAM) at the same time the turnaround plan is submitted for commissioner approval.

This written feedback should also be submitted to the board of trustees as part of the approval process. Written feedback should be collected, at a minimum, one week prior to the meeting for board of trustees approval. This allows the written feedback to be collected and prepared for the board of trustees. Districts may need to end the written feedback collection period earlier than one week prior to the meeting for board of trustees approval in order to meet local operating procedures.

The district is not required to automatically submit documentation related to the method of collecting written feedback. However, districts should be prepared to submit this documentation to the agency, if requested, at any point during the implementation of the turnaround plan.

No Written Feedback Received

If the district does not receive any written feedback for the turnaround plan, then the district is required to write a statement outlining the method for soliciting written feedback and submit this to the agency via ISAM. The district may also elect to send the documentation regarding the method(s) of solicitation as noted above, rather than writing a summary statement. This submission occurs at the same time the turnaround plan is submitted to the agency for commissioner approval. This information and communication documentation should also be submitted to the board of trustees as part of its approval process.

Attestation Statement

In the Board of Trustee resolution, the board of trustees and Superintendent attest that stakeholder input and feedback as required by TEC and outlined in this guidance document was solicited, documented, and considered in plan development and review. Further, the board of trustees and Superintendent attests that the campus site-based decision-making committee, parents, teachers and community members had an opportunity to review the plan before it was submitted for approval to the board of trustees.

If you have further questions regarding stakeholder input and written feedback, please submit them to the Division of School Improvement via email at SIDivision@tea.texas.gov or via phone at (512) 436-5226.