

# Coventry School Study Committee

## *Goals, Roles, and Process*

### **GOALS**

1. To research, study, and analyze program and building usage options that support and align with CH-UH District priorities and resources.
  - Review information from market study and appraisal.
  - Consider options in terms of various factors (i.e. zoning, projected costs, impact on five-year forecast, ramifications on other programs, benefits to District and/or community).
2. To determine advantages and challenges of potential options.
3. To reach consensus on option(s) for further consideration by the BOE.

### **ROLES**

#### **A. Facilitator:** [William Wendling, Wendling Communications](#)

##### **Role of Facilitator:**

- Serve as a liaison to the District
- Assist group in adhering to BOE approved process
  - ✓ establish norms
  - ✓ utilize consensus reaching strategies
  - ✓ objectively facilitate discussions
  - ✓ ensure active participation
  - ✓ adhere to timeline
  - ✓ guide members to reach consensus

#### **B. District Liaisons:**

Joseph Micheller, Director of Educational Services  
Stephen Shergalis, Director of Business Services

##### **Role of Liaisons:**

- serve as liaison to facilitator
- present predetermined process and roles
- provide logistical support to committee
- secure relevant background information
- assist in analysis and viability of options
- provide periodic updates to BOE

#### **C. Committee Members:**

##### **Role of Committee Members:**

- be an active participant
- abide by group norms
- follow through on work
- objectively analyze options

- adhere to timeline
- reach consensus on option(s) for BOE consideration

#### **D. OTHER ROLES (Not Serving Directly on Study Committee)**

##### **1. Role of BOE**

- consider option(s) presented by Study Committee
- consider external written proposals should they be presented
- determine financial implications in relation to District needs and priorities
- make decision on future use of Coventry (i.e. sell, lease, maintain, accept committee's recommendation, "mothball" property)

##### **2. Role of Lay Finance Committee**

- analyze financial feasibility of option(s)

## **STUDY COMMITTEE PROCESS**

### **GUIDING CONSIDERATIONS**

The following considerations are intended to guide the Study Committee's work. Any option that is seriously considered should:

- align with District initiatives and priorities.
- be analyzed in terms of its impact on the District's five year forecast
  - ✓ \$1 million in savings from closing Coventry
  - ✓ staffing impact
  - ✓ "interim" costs (i.e. costs with maintaining unoccupied building)
- identify accompanying capital improvement needs
- have an answer to the following questions:
  - ✓ Should the BOE keep the property or sell it?
  - ✓ Is the District equipped to be a long-term landlord?
  - ✓ Is the option sustainable?
  - ✓ Does the option rely heavily on external or "soft" funds?
  - ✓ What are the benefits to the District? To the Coventry area?
  - ✓ What physical renovations would need to occur to implement the proposed option?