

Royal ISD FAC Process for Deliberations and Voicing

1. The meeting will open as usual (see task cycle).
2. There will be a review of the District's financial capacity by Mr. Herrera.
3. We will allow the committee opportunity to ask questions on any project that has been presented.
4. I will instruct them on how they will deliberate and voice their decisions.
5. They will have **1.5 hours to discuss and decide** on the projects they wish to include. *
6. We will have a 25-minute report-out with the committee voicing their decisions, concerns, etc.
7. We will check the group for consensus on the final product at the end of the meeting.
8. We will celebrate!

*How to help your table process and decide:

1. You and each table member will be given a spreadsheet with multiple decision points. It is the same spreadsheet they were given at the last meeting. It contains all the projects that have been presented to the committee with pricing and District priorities indicated. It is divided into categories: New Construction; Comprehensive Renovations & Remodels; Athletics; Existing Facilities; and Technology.
2. You will lead your table through each category, **beginning with New Construction**. Our reason for beginning with those projects is because all the Existing Facilities projects and pricing are predicated upon the decision to include New Construction in the bond.
3. You will first ask your table if there is any discussion or feedback on the category before you begin collectively voicing your preferences on the individual projects.
4. You will then move down the list, asking the committee thumbs up/down.
5. Based upon the vote and using your provided Recording a Decision Chart (that reflects the agreed-upon Decision-Making Process), record your table's "yes/no"

voice on the voting copy of the spreadsheet. Send the spreadsheet with a runner to Mike Nichols who will input your table's decision on the "Mothership Spreadsheet" that is projected on the screen. The voting spreadsheet will be returned to you for subsequent decisions in other categories by your table.

6. Repeat the process through each category, checking your time.

7. It will be very difficult to change decisions once they are recorded to Mike's data.

8. When all tables have reported to Mike and all the data is recorded, we will review the work with the committee. However, they will be able to see the bond being created in real time as well.

9. Some of the tables will finish quickly. Others will take longer. If your table finishes quickly, ask your people to talk very quietly and to avoid walking around the room until the others have finished their work. No one should "visit" the tables that are working.

REMINDERS TO TABLE FACILITATORS:

1. Don't answer questions for your table. Call for an architect, a District leader, Mr. Herrera. If it is a process question, call for Michelle.
2. Never influence or direct the decision of your table on a project and don't voice an opinion after they have decided.
3. Stay aware of time so that the FAC processes each decision point in the allotted 1.5 hours.
4. Encourage everyone at your table to contribute to the conversation and the final decision.
5. Use the Gradients of Agreement slide to make deciding easier. Ask first, "Is there a veto of this decision?" A veto does not stop the decision; it simply prevents consensus. Anything to the left of veto can be affirmative. (see Gradients of Agreement)