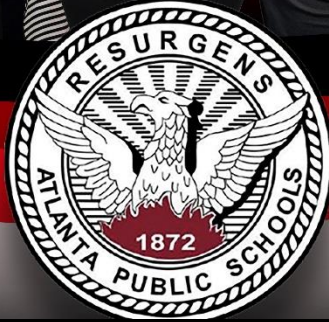


ATLANTA BOARD OF EDUCATION



COMMUNITY ENGAGEMENT GUIDE



Atlanta Board of Education Community Engagement Guide

The Atlanta Board of Education is committed to fostering meaningful and shared communication with all Atlanta stakeholders. It is imperative that we host and attend meetings and events to support students and families, build trust, and ensure strong collaboration.

The Board focuses its attention on three major areas: Community Meetings, City-Wide Meetings and District-wide Meetings.

PLEASE NOTE: This guide establishes expectations and not requirements for Board Members. This is not a replacement for the Administration's Community Engagement Plan, but supplements the work to engage every stakeholder.

Mission

Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Vision

To be a high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Guardrail – Stakeholder Engagement

The Superintendent will not make major decisions or bring major recommendations to the Board without first implementing a stakeholder engagement strategy, including students, parents, teachers, staff, governance teams, and community members.

All information accurate as of 10/31/2021

Community Engagement Guide



Community Meetings:

Community Meetings include Neighborhood-based meetings (Neighborhood Associations), NPU Meetings (Defined City of Atlanta Boundaries) and meetings hosted by board members in their specific districts.

A. NPU/Neighborhood-Based Meetings

- a. District Board Members are encouraged to attend NPU Meetings and identified community meetings in their districts at least twice a year (once a semester). Schedule – Appendix A
- b. The Community Affairs Specialist will create packets of up-to-date information to share at all meetings. Specified materials will be provided upon request.
- c. The Board office will track meetings which Board Members report attending.

B. Cluster Level Conversations

- a. At-Large Board Members are encouraged to host joint cluster level “conversations” throughout the school year.
- b. These conversations are designed to give At-Large Members the opportunity to engage broadly with communities across the City of Atlanta.
- c. The Board Office will be responsible for identifying locations, drafting and distributing flyers, and gathering other important materials. A Board Office staff member will attend the conversations to provide support for Board Members.
- d. At-Large Board Members will approve the schedule developed by the Board Office.
- e. At-Large Board Members will personally provide financial support for events.

C. District Meeting hosted by Board Members

- a. Each district Board Member is encouraged to host at least two meetings per school year, and should distribute the meetings across their district to include all schools and constituents.
- b. All dates should be selected at least one month in advance and shared with the Executive Director, which provides planning time to design flyers and promote the event.
- c. If events are held at a school, Board Office will inform Administration and complete a Security Form through the SchoolDude Platform on the Facilities Department’s webpage.
- d. Board Members wishing to host off-campus events will work with the Board Office to identify and secure a meeting location. The hosting Board Member will bear all expenses of off-campus events.
- e. If requested with sufficient notice, a Board Office staff member will attend meetings to provide support for the hosting Board Member.

Community Engagement Guide



D. School Events

- a. The Board Office will ensure that school events (e.g. fall festivals, athletics and arts events, cluster meetings) are placed on the calendar for all Board Members.
- b. It is recommended that Board Members attend major school events such as fall festivals and Read Across America to connect directly with students and families.
- c. Attendance at such events does not require the prior written notice or consent of Administration.
- d. Board Members are encouraged to attend PTA/PTSA Meetings upon request.

District-Wide Meetings

District-wide Meetings are collaborative efforts with Administration to share information and address the concerns of community stakeholders and partners.

A. State of the Cluster/Data Digs

- a. This event occurs annually in the Fall Semester.
- b. All Board Members are expected to be in attendance.
- c. Planning for the event is coordinated by Administration.
- d. The Board Office will work with Administration to ensure Board Members have all needed items (date, parking, seating, etc.).

B. State of the District

- a. This event occurs annually in the Fall Semester.
- b. All Board Members are expected to be in attendance.
- c. Planning for the event is coordinated by Administration.
- d. The Board Office will work with Administration to ensure Board Members have all needed items (date, parking, seating, etc.).

C. Student Advisory Council Meeting

These conversations are designed to give Board Members an opportunity to hear from students about policies and pressing issues.

- a. The Board Office will prepare dates for the year.
- b. The Board Office will provide food for each meeting.
- c. All Board Members will be informed of meetings through calendar invitations.
- d. Staff will be responsible for locations, flyers and other important materials.
- e. If events are held at a school, staff will inform Administration and complete a Security Form through the SchoolDude Platform.

Community Engagement Guide



D. Graduations

- a. The Board Office will work with the Office of High Schools to obtain details for all graduations and place them on the Board Calendar at the earliest possible date. Acceptance of a calendar invite shall indicate attendance and Board Members are requested to give as much notice as possible in the event of a cancellation.
- b. It is requested that every board member attend as many graduation ceremonies as their schedules allow to show support for each and every graduating class (e.g., Spring, Summer and G.E.D. Program).
- c. Graduation tickets will be provided to Board Members at least one week prior to graduation to share with constituents.
- d. Academic Regalia will be provided to Board Members. Board Members shall complete regalia needs-request from the board office as soon as possible to ensure timely ordering and arrival of regalia.

Graduation Day

- i. Board Members are strongly encouraged to participate in the procession and recession of each graduation.
- ii. Designated parking will be provided to each Board Member.
- iii. The Office of High Schools will provide snacks/meals before and between ceremonies.
- iv. Board Members are requested to arrive 30 minutes prior to each graduation and be dressed in regalia 15 minutes prior to the Procession.
- v. Board Members are invited to confer the diplomas of each school. Priority will be given to the Board Member in whose district the school is located, with the provision that any Board Member with a family member graduating will have priority to confer that school's diplomas. Board Members shall work together to ensure that each Board Member (at-large as well) have the opportunity to confer at least one diploma.
- vi. When certifying the diplomas, Board Members shall read script provided. Under exceptional circumstances, a Board member may request to bring additional greetings, and shall let the Superintendent know in advance. Any additional greetings must not last more than one minute.

Seating Arrangements:

- i. Chair
- ii. Vice Chair
- iii. District Representative or Representative Conferring Diplomas
- iv. Board Members in Numeric Order

Board Staff will:

- i. Be present for all graduations.
- ii. Maintain and support regalia.
- iii. Retain a copy of all graduation programs for the Archives.

Community Engagement Guide



E. Atlanta Public Schools Alumni Association

- a. The Board Office will prepare dates for the year.
- b. The Board Office will provide food for each meeting
- c. The Board Office will partner with Family Engagement Office to coordinate meetings.
- d. Board Members will be informed of all meetings.
- e. The Board Office will be responsible for locations, flyers and other important materials.
- f. If meetings are held at a school, staff will inform Administration and complete a Security Form through the SchoolDude Platform.

F. Breakfast with the Board - These conversations are designed to give Board Members the opportunity to engage informally with students in school settings.

- a. The Board Office will select dates for Board Members to visit schools.
- b. The Board Office will work with SGA advisors and members to coordinate meeting time and location.
- c. The Board Office will notify Administration about school visits.
- d. All Board Members will be informed of all events through calendar invitations.

City-Wide Meetings

City-wide meetings are collaborative efforts with elected officials to address the concerns of community stakeholders and partners

A. State of the City/State of the County

- a. Board Members are encouraged to attend these events annually.
- b. The Board Office will work with city and county staff to get needed information to share with the Board.

B. City/At- Large Organization Meeting

- a. The Board Chair and/or Vice Chair are encouraged to attend the Atlanta Planning Advisory Board Meeting twice a year. In addition, they should attend city-wide meetings of notable organizations (i.e. Concerned Black Clergy, Kiwanis/Rotary and NAACP). A Board staff member will attend to support Board Members and make note of concerns which require further attention.
- b. The Board Chair or designee will provide an introduction to the work of the Board and an update on relevant matters within APS.
- c. Information regarding upcoming Board meetings and announcements should be shared at all meetings. The Community Affairs Manager will create packets with up-to-date information.

Community Engagement Guide



Communication Tools

The Board Office has identified several tools to keep constituents connected to the work of the Atlanta Board of Education. Through these communication outlets, two-way communication is established to ensure updates are shared and concerns are addressed.

A. Let's Talk

- a. Let's Talk is a two-way communication tool to fulfill all parts of Policy BBA-R (1), Board Member Duties – Community Relations, in one place. Stakeholders can submit all concerns, compliments, suggestions, comments and questions to receive a timely response.
- b. Use of Let's Talk will be promoted as the primary means of communication with the Board Office and tracking of issues, concerns, and trending topics.
- c. Board topics received external to Let's Talk, e.g., email, phone call, community meeting, will be entered as an outside request going to the Board of Education for tracking purposes.
- d. Board Topics will be answered and closed. If it is Board Member specific, staff will email the Board Member with the request and a response will be given.
- e. Non-Board Topics will be transferred to the Topic owner.
 - i. Team will first check the knowledge base to determine if the question/request has already been answered.
 - ii. If the question has been answered the BOE staff will provide the answer and close the request. If the question has not been answered the BOE staff will forward the dialogue to appropriate department

B. Newsletter

- a. The Board Office will produce an annual newsletter to inform community stakeholders and partners of news, progress, and events. Every effort will be made to include news about each cluster and each Board Member.
- b. The newsletter will be available in both hard and soft copies at the beginning of the school year.

C. Website

- a. The Board Office will share all events on the calendar of the website.
- b. The Board Office will ensure that the Board's page is updated with current and accurate information.

D. Email Distribution

- a. The Board Office will share official Board Notices via the email distribution list from the Atlanta Board of Education.
- b. The Board Office will ensure that the email distribution list is updated by working with the Email Administrator to add or delete addresses as needed.

Community Engagement Guide



D. Simbli

- a. The Board Office and Administration uses this tool for meeting management, policy and document management, and Board evaluations.
- b. The Board Office will ensure all documents within the platform are up-to-date for meeting preparation and review by all stakeholders.

E. Social Media

- a. The Board Office will develop social media campaigns throughout the year to increase visibility and followers. The Board Office will work with APS Communications and with Board Members to achieve broad coverage.
- b. Board Members are encouraged to share information communicated on the Board's channels. The Board Office will provide documents and links in easily shareable forms and coordinate releases.
- c. Notices of meetings will be shared on social media channels by the Community Affairs Manager.



APS Board of Education



@APSBOE



@BOEAPS



ABOE TV



simbli
by eBOARDsolutions

Please note:

- The Executive Director and the Community Affairs Manager are available to represent the Board at various meetings (Local, State and National), if Board Members are not able to attend. An internal meeting form has been created to capture valuable information to share with the Board.

See also:

Board Policy BBBA-R(2) Board Statement of Values
Board Policy BH Board Code of Ethics
Policy BBD Community Relations

Elected Officials

Contact Information



Educational District One

Katie Howard

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Educational District Two

Aretta Baldon

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Educational District Three

Michelle Olympiadis

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Elected Officials

Contact Information



Educational District Four

Jennifer McDonald

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Educational District Five

Erika Mitchell

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Educational District Six

Eshé Collins

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Elected Officials

Contact Information



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Educational At-Large, Seat 8

Cynthia Briscoe Brown

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Educational At-Large, Seat 9

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Elected Officials

Contact Information



Mayor of Atlanta

Andre Dickens

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Atlanta City Council President

Doug Shipman

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dshipman@atlantaga.gov



Atlanta City Council District 1

Jason Winston

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Elected Officials



Contact Information



Atlanta City Council District 2

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Atlanta City Council District 3

Byron Amos

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Atlanta City Council District 4

Jason Dozier

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Elected Officials

Contact Information



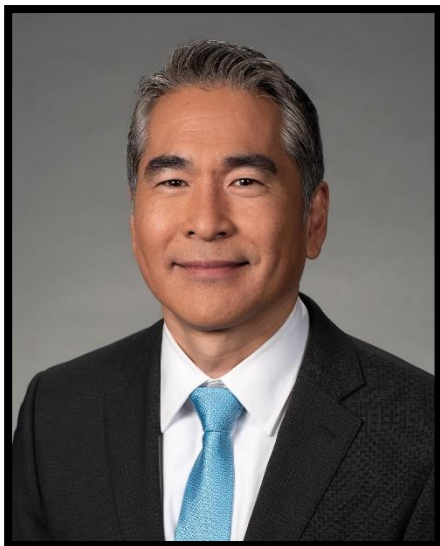
Atlanta City Council District 5

Liliana Bakhtiari

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Lbakhtiari@atlantaga.gov



Atlanta City Council District 6

Alex Wan

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Atlanta City Council District 7

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Elected Officials

Contact Information



Atlanta City Council District 8

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Atlanta City Council District 9

Dustin Hillis

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Atlanta City Council District 10

Andrea L. Boone

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Elected Officials



Contact Information



Atlanta City Council District 11

Marci Collier Overstreet

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Atlanta City Council District 12

Antonio Lewis

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Atlanta City Council Post 1 At-Large

Michael Julian Bond

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Elected Officials

Contact Information



Atlanta City Council Post 2 At-Large

Matt Westmoreland

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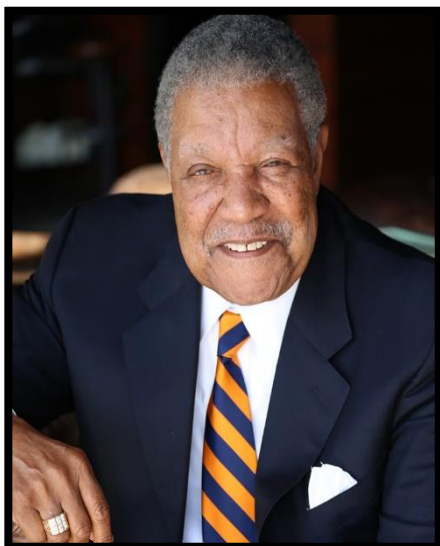
Atlanta City Council Post 3 At-Large

Keisha Sean Waites

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Fulton County Commissioner, Chair

Robb Pitts

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Elected Officials

Contact Information



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Fulton County Commissioner District 5

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Elected Officials

Contact Information



Fulton County Commissioner District 6

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Georgia State Senate District 38

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Georgia House Representative District 40

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Elected Officials

Contact Information



Georgia House Representative District 53

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Georgia House Representative District 54

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Georgia House Representative District 55

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Elected Officials

Contact Information



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Georgia House Representative District 58

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Georgia House Representative District 60

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Elected Officials

Contact Information



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Georgia House Representative District 89

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Georgia State Senate District 6

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Elected Officials



Contact Information



Georgia State Senate District 36

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Georgia State Senate District 39

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Community Engagement Guide

Citywide Meetings



Atlanta Board of Education
Citywide Meetings 2021-2022
Center for Learning and Leadership
 130 Trinity Avenue, SW Atlanta, GA 30303

Meeting	Meeting Time	Meeting Location
Atlanta Planning Advisory Board Meeting	Third Saturday 10:00 am	Register in advance by clicking HERE Dial-In: 646-558-8656, access code, 947 9575 5692#
NAACP	4th Thursday of every month 6:30 - 8:00 pm.	Join Zoom Meeting https://us02web.zoom.us/j/89220494303?pwd=T2FhZUMvZVBNa3dtTzB0QWJORjNCdz09 Meeting ID: 892 2049 4303 Passcode: 2020BF52
Concerned Black Clergy	Every Monday at 11:00 AM	Click here to register for the meeting.

Community Engagement Guide

Citywide Meetings



Atlanta Board of Education
Advocate Groups of APS 2021-2022
Center for Learning and Leadership
 130 Trinity Avenue, SW Atlanta, GA 30303

Organization	Clusters	Website	Contact
Council of Intown Neighborhoods and Schools (CINS)	Midtown	http://www.cinsatlanta.org/index.html	Ellen Mayer dozier.mayer@gmail.com
Embracing Mays Community & Cluster Schools (EMC²)	Mays	https://www.facebook.com/Emc%C2%B2-	Dawn Brockington-Shaw brockingtonshaw@yahoo.com
North Atlanta Parents for Public Schools (NAPPS)	North Atlanta	https://www.facebook.com/nappsus/	Caren Solomon Bharwani Caren.Solomon@gmail.com
Southeast Atlanta Communities for Schools (SEACS)	Jackson	http://seacs.weebly.com/	Richard Quartarone rmquartarone@gmail.com
Southwest and Northwest Atlanta Parents and Partners for Schools (SNAPPS)	Mays, Washington, South Atlanta, Therrell and Douglass	http://snappsatlanta.org/index.html	Shawwna Hayes shawwna4children@gmail.com perfectplanner07@yahoo.com
Atlanta THRIVE	All	https://atlantathrive.org/	Kimberly Dukes kimberlydukes1@gmail.com

Community Engagement Guide

Neighborhood Planning Unit (NPU)



Atlanta Board of Education
NPU Schedule 2021-2022
Center for Learning and Leadership
 130 Trinity Avenue, SW Atlanta, GA 30303

District One		
NPU's	Meeting Time	Meeting Location
M	Fourth Monday 6:15pm	Loudermilk Conference Center 40 Courtland Street NE Atlanta, GA 30303
N	Fourth Thursday 7:00pm	Little 5 Points Community Ctr. 1083 Austin Avenue Atlanta, GA 30307
W	Fourth Wednesday 7:30pm	Village Church East Atlanta 1231 Glenwood Avenue Atlanta, Georgia 30316 (retail space adjacent to Village Fitness)
Y	Third Monday 7:00pm	John Birdine Facility 215 Lakewood Way Atlanta, GA 30315
Z	Fourth Monday 7:00pm	Rosel Fann Recreation Center 365 Cleveland Avenue Atlanta, GA 30354

Community Engagement Guide

Neighborhood Planning Unit (NPU)



Atlanta Board of Education
NPU Schedule 2021-2022
Center for Learning and Leadership
 130 Trinity Avenue, SW Atlanta, GA 30303

District Two		
NPU's	Meeting Time	Meeting Location
K	Third Tuesday 6:30pm	City of Refuge 1300 Joseph E. Boone Blvd NW Atlanta, GA 30314
L	Second Tuesday 6:30pm	YMCA of Metro Atlanta 569 M.L.K. JR Dr NW Atlanta, GA 30314
T	Second Wednesday 7:00pm	Lee & White St Community Rm 1000 White St SW, Atlanta, GA 30310
J	Fourth Tuesday 7:00pm	Frederick Douglas High School 225 Hamilton Earl Holmes Drive Atlanta, GA 30318
S	Third Thursday 7:00pm	Vicars Community Center 838 Cascade Road Atlanta, GA 30311

Community Engagement Guide

Neighborhood Planning Unit (NPU)



Atlanta Board of Education
NPU Schedule 2021-2022
Center for Learning and Leadership
 130 Trinity Avenue, SW Atlanta, GA 30303

District Three		
NPU's	Meeting Time	Meeting Location
B	First Tuesday 7:00 pm	Cathedral of St. Phillip 2744 Peachtree Road Atlanta, GA 30305
E	First Tuesday 6:30 pm	Peachtree Christian Church 1580 Peachtree Street Atlanta, GA 30309
F	Third Monday 7:00 pm	Hillside Facility 1301 Monroe Drive Atlanta, GA 30306
M	Fourth Monday 6:15 pm	Loudermilk Conference Center 40 Courtland Street NE Atlanta, GA 30303
O	Fourth Tuesday 6:30 pm	Branham Recreation Center 2051 Delano Drive Atlanta, GA 30317
W	Fourth Wednesday 7:30 pm	Village Church East Atlanta 1231 Glenwood Avenue Atlanta, Georgia 30316 (retail space adjacent to Village Fitness)

Community Engagement Guide

Neighborhood Planning Unit (NPU)



Atlanta Board of Education
NPU Schedule 2021-2022
Center for Learning and Leadership
130 Trinity Avenue, SW Atlanta, GA 30303

District Four		
NPU	Meeting Time	Meeting Location
A	First Tuesday 7:00 pm	Atlanta Speech School 3160 Northside Parkway Atlanta, GA 30327
B	First Tuesday 7:00 pm	Cathedral of St. Phillip 2744 Peachtree Road Atlanta, GA 30305
C	First Tuesday 7:00 pm	Trinity Presbyterian Church 3003 Howell Mill Road Bldg B Room 110 Atlanta, GA 30327

Community Engagement Guide

Neighborhood Planning Unit (NPU)



Atlanta Board of Education
NPU Schedule 2021-2022
Center for Learning and Leadership
 130 Trinity Avenue, SW Atlanta, GA 30303

District Five		
NPU's	Meeting Time	Meeting Location
D	Fourth Tuesday 7:30 pm	The Agape Youth & Family Ctr. 2210 Marietta Boulevard Atlanta, GA 30318
G	Third Thursday 7:00 pm	Fire Station #28 1925 Hollywood Road NW Atlanta, GA 30318
H	First Thursday 7:00 pm	C.T. Martin Natatorium and Recreation Center 3201 Martin Luther King, Jr. Dr. Atlanta, GA 30311
I	Third Wednesday 7:00 pm	C.T. Martin Natatorium and Recreation Center 3201 Martin Luther King, Jr. Dr. Atlanta, GA 30311
J	Fourth Tuesday 7:00 pm	Frederick Douglas High School 225 Hamilton Earl Holmes Drive Atlanta, GA 30318
S	Third Thursday 7:00 pm	Vicars Community Center 838 Cascade Road Atlanta, GA 30311

Community Engagement Guide

Neighborhood Planning Unit (NPU)



Atlanta Board of Education
NPU Schedule 2021-2022
Center for Learning and Leadership
 130 Trinity Avenue, SW Atlanta, GA 30303

District Six		
NPU's	Meeting Time	Meeting Location
P	First Monday 7:00 pm	Ben Hill Christian Church 4099 Sunset Drive Atlanta, GA 30331
Q	Third Thursday 6:30 pm	Quality Living Services Senior Ctr. 4001 Danforth Road Atlanta, GA 30331
R	First Wednesday 7:00 pm	Adams Park Recreation Center 1620 Delowe Drive Atlanta, GA 30311
V	Second Monday 7:00 pm	Location Varies
X	Second Monday 7:00 pm	Metropolitan Library 1332 Metropolitan Avenue Atlanta, GA 30310
Z	Fourth Monday 7:00 pm	Rosel Fann Recreation Center 365 Cleveland Avenue Atlanta, GA 30354

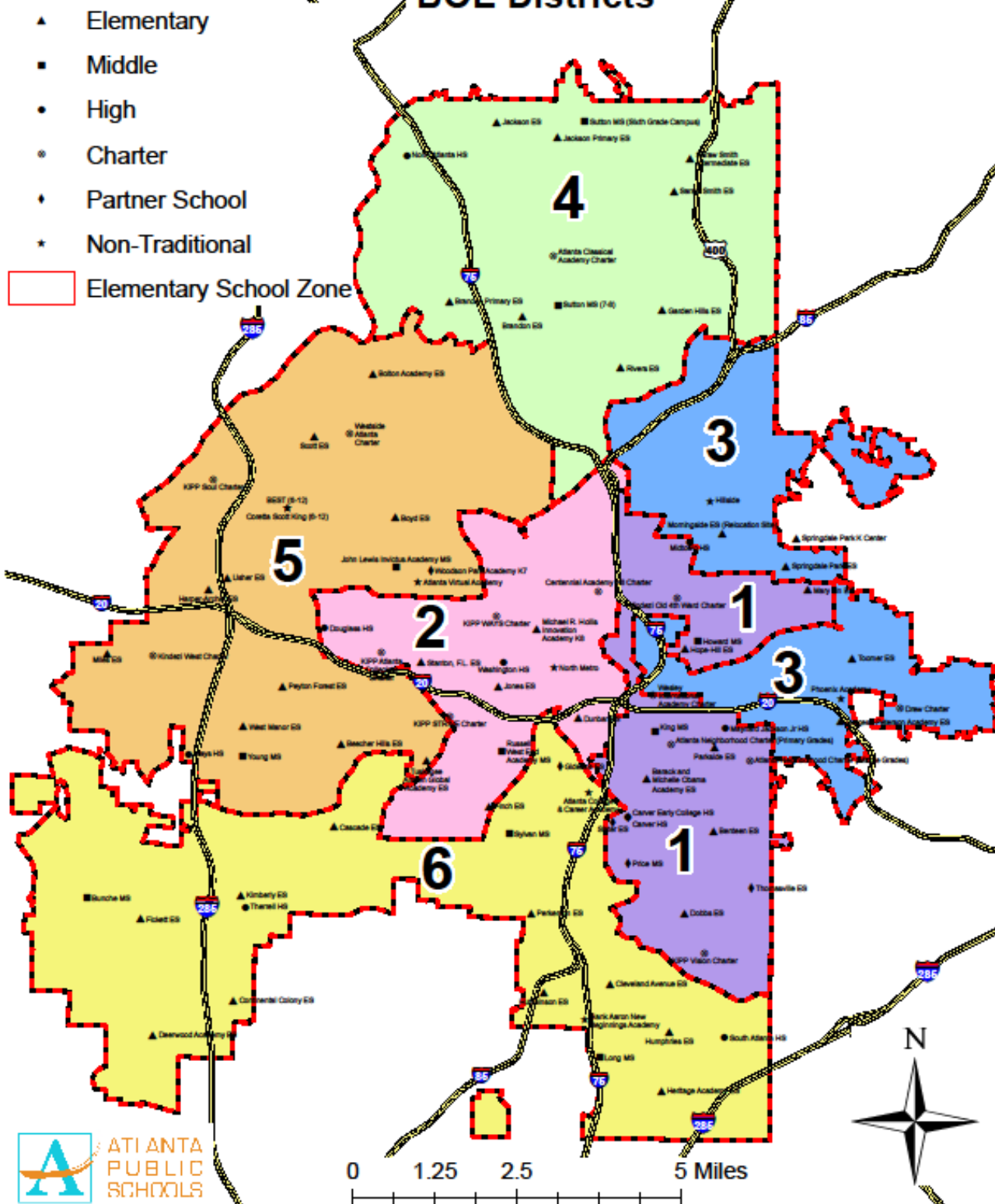


MAPS

DISTRICT MAP



Atlanta Public Schools: 2021-22 SY BOE Districts



Legend:

- ▲ Elementary
- Middle
- High
- ⬠ Charter
- ✦ Partner School
- ★ Non-Traditional
- Elementary School Zone

Clusters:

- North Atlanta Cluster:** Includes schools like Jackson HS, Jackson Primary GS, and Atlanta Classical Academy Charter.
- Douglass Cluster:** Includes schools like KIPP Soul Charter, Coretta Scott King (K-12), and Douglas HS.
- Midtown Cluster:** Includes schools like Hillside, Morningstar GS, and Springdale Park N Center.
- Maynard Jackson Cluster:** Includes schools like Maynard Jackson Jr HS, Atlanta Neighborhood Charter (Primary Grades), and Inman Academy GS.
- Carver Cluster:** Includes schools like Carver HS, Carver Middle GS, and Carver Early College HS.
- Washington Cluster:** Includes schools like Washington HS, Washington Middle GS, and Washington Early College HS.
- Mays Cluster:** Includes schools like Mays HS, Mays Middle GS, and Mays Early College HS.
- Therrell Cluster:** Includes schools like Therrell HS, Therrell Middle GS, and Therrell Early College HS.
- South Atlanta Cluster:** Includes schools like South Atlanta HS, South Atlanta Middle GS, and South Atlanta Early College HS.

Scale: 0, 1.25, 2.5, 5 Miles

North Arrow: N

ATIANTA PUBLIC SCHOOLS