



Standard Operating Procedures

Central Application Platform Handbook

APPROVED: January 10, 2024

Central Application Platform Handbook

Policy Cross Reference Sheet

This handbook is an administrative procedure of the District and subject to policies adopted by the Board of Trustees. In case of conflict between administrative procedures and Board policy, policy shall prevail.

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The contents of this handbook relate to the following Board policies:

Policy	Title	Page(s)
BDF	Board Internal Organization; Citizen Advisory Committees	*
GK	Community Relations	
GKG	Community Relations: School Volunteer Program	
BQA	Planning and Decision-Making Process	

**** This handbook specifically addresses the application process for Community Stakeholder Engagement Opportunities.***

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INTRODUCTION

Philosophy

The Board believes that collaboration and partnership with the community supports sound decision-making. Well-formed, purposeful citizen committees that are well executed contribute to effective Board decision-making, build trust and confidence in the District, and provide accountability for District decisions and actions[BDF(LOCAL)].

Overview

This handbook has been developed to provide procedures for the establishment, development, and implementation of a Central Application Platform. In efforts to streamline and allow for diverse community feedback, the District implemented a Central Application Platform. The Central Application Platform allows community members to apply for all stakeholder engagement opportunities via one [application](#) to provide their input and help inform District decisions.

Purpose

The purpose of [BDF\(Local\)](#) is to establish expectations for the formation of Board-appointed and/or Administration-appointed committees that may, from time-to-time, be created to support the District’s planning and decision-making efforts. This Handbook provides the processes by which Collaborative Communities will establish, develop, and implement the Central Application Platform. It will include the processes that the District will follow regarding recruitment, application, review, and selection in creating and managing an applicant pool for all stakeholder engagement opportunities.

TYPES OF STAKEHOLDER ENGAGEMENT

Board-appointed Committees

Board-appointed committees will be created for a specific purpose and time. Updates to the Board will occur no less than annually [[BDF\(Local\)](#)].

Oversight Committees

An oversight committee is appointed by the Board to oversee a program, department, or project for the Board. These committees report to the Board. Board of Trustees do not hold a seat on oversight committees; however, they may attend the meetings to be kept informed (e.g., Bond Oversight Committee [CCA\(Local\)](#)).

Advisory Committees

An advisory committee provides input to District administration on recommendations developed for Board consideration; helps to develop or improve a program; department, or project in the District; and reports to the Board. Board members may hold a seat on advisory committees with community member appointees (e.g., Naming Committee [CW \(Local\)](#)).

District Stakeholder Committees (Administration-appointed Committees)

The Superintendent or designee may create District Stakeholder Committees to engage community members in District feedback and planning. These committees, when appointed by the Superintendent, work in the same way as an advisory committee to the Board, but report to the Superintendent. The Board may participate on advisory committees appointed by the Superintendent (e.g., Calendar Committee).

The Superintendent shall periodically update the Board on existing committees and the status of each committee's work. [[BDF\(Local\)](#)]

Focus Groups

The District administration may assemble a demographically diverse group of people to participate in a guided discussion about a particular topic for feedback.

CENTRAL APPLICATION PROCESS

The Central Application Platform serves as a pathway to obtain qualified applicants for District stakeholder engagement opportunities, including but not limited to committees and focus groups. The goal of the platform is to streamline the application process and provide an impartial applicant pool for District departments to utilize in the creation of a committee or an engagement opportunity. It also assists departments with filling vacancies.

Applicant Expectations

Each interested applicant must fully complete the application and agree to uphold the following commitments to ensure understanding of the expectations for any stakeholder engagement opportunity.

- Attend scheduled meetings and actively participate.
- Review information and/or data carefully and thoughtfully.
- Operate through a District-wide lens with a student-centered approach.
- Consider the needs and history of the District and students with objectivity.

Note: The application will be considered disqualified if the application is incomplete or if the applicant does not agree to these commitments.

Microsoft Forms will be utilized as the application platform and [this link](#) is posted on the Collaborative Communities website for easy access for interested applicants.

Review

Collaborative Communities will establish a diverse, cross-functional internal review committee to review and assess each incoming application with a lens of ensuring that the pool represents the community as broadly as possible. The internal multi-department review committee consists of three to five members.

A rubric will be used by the committee to review the essays of each application (see [Exhibit A](#)), and a score will be placed in the database with the total score from the essay review.

All applicants will receive communication with a status update and/or next steps.

Recruitment and Promotion Efforts

When the need for a stakeholder engagement opportunity arises, the internal department lead will engage with Collaborative Communities and Communications to promote the opportunity via social media, press release, District-wide parent email/newsletter, and website and include the Stakeholder Engagement Opportunities website link [<https://www.fortbendisd.com/Page/131864>]. The website houses the central application and provides descriptions of available stakeholder engagement opportunities.

Selection

When needed, the lead will meet with Collaborative Communities to discuss the purpose of their stakeholder engagement opportunity and whether there are specific requirements to participate. Collaborative Communities will take objective criteria and will conduct a search through the applicant pool to obtain a list of applicants that may be a good fit.

The list of filtered applications and their total score from the review committee will be sent to the lead. The lead will be able to further filter and review the applications for an appropriate fit for their committee or focus group.

Once the lead confirms the members, they will notify Collaborative Communities which applicants are confirmed to serve. The database will be updated (See [Maintenance of Applicant Pool](#)).

Any time an applicant is selected to serve on a committee and/or stakeholder engagement opportunity, the applicant will be contacted by the lead of the stakeholder engagement opportunity the applicant was selected for.

Point of Contacts

The departments who serve as the leads will facilitate and support the stakeholder engagement opportunity as needed. As part of customer service efforts, it is imperative that members receive ongoing and consistent communication regarding District goals, objectives, and strategic priorities. The lead department is also responsible for providing the intent and scope of work to members including a timeframe of the work and frequency of meetings.

Maintenance of Applicant Pool/Database

Qualified and vetted applicants that are not selected for a stakeholder engagement opportunity, will be placed in a database to establish an applicant pool for future stakeholder engagement opportunity consideration or to fill a vacancy. Collaborative Communities will also serve as the point of contact for communicating with the pool of interested parties. This includes sending acknowledgement emails to confirm receipt of the central application and correspondence with the applicant pool to determine whether they would like to remain in the pool for the following school year.

- The database will be updated to indicate applicants chosen to participate on any engagement opportunity to track the engagement opportunities and their selected members.
- Those applicants disqualified will be noted in the database for accountability and historical documentation. As mentioned above, applications will be considered disqualified if the application is incomplete or if the applicant does not agree to the commitments listed.
- The pool will be monitored and tracked to encourage diversification of community members participating on engagement opportunities and to prevent a community member participating on numerous District engagement opportunities.
- The database can be utilized whether a department is forming a new committee, replacing a vacancy on an established committee, or the need arises to assemble a focus group.

Vacancy Guidelines

In the case of a vacancy, the lead will contact Collaborative Communities to follow the same [selection](#) process as stated above.

Vacancies can occur when a stakeholder:

- Completes a term of service;
- Is no longer eligible (e.g., if based on feeder patterns, no longer resides in the attendance boundary from which they were selected); and/or
- Resigns.

STAKEHOLDER ENGAGEMENT OPPORTUNITIES

Collaborative Communities will maintain the list of topics related to community stakeholder engagement opportunities along with a description for each one on the Collaborative Communities website to openly reflect opportunities for an interested community member.

The [website](#) provides information regarding the Central Application Platform and how one can apply for current and future stakeholder engagement opportunities.

EXHIBIT A –APPLICATION RUBRIC

Central Application Rubric			
Demographic Components			
Is application complete?		Yes	No = Disqualified
Applicant First Name:		Applicant Last Name:	
Applicant Home Street Address (Including City and Zip):			
Email Address:		Phone Number:	
Are you 18 years old or older?		Yes	No
Applicant resides in Fort Bend ISD:		Yes	No
Role in Community:	Parent/Guardian	Former Parent/Guardian	Community Member
Business Person	FBISD Employee	FBISD Teacher	Other
If current FBISD employee or teacher, state campus:			
Applicant Agrees to Member Commitment:		Yes	No = Disqualified
Topics applicant interested in:		Attendance Boundary Planning	
Bond	District Calendar Planning	District Planning	Emergent Bilingual Programming
Gifted & Talented Programming	School Health	School Naming	School Rebuild
School Safety & Security	Special Education Programming	Strategic Planning	Student Discipline
If selected to serve on BOC, are your FBISD property taxes currently paid?		Yes	No
Children Attending School:	Elementary School	Middle School	High School
If approved transfer, what school:			
Feeder Pattern zoned to:			
Does child attend academy? If so, which one?			
Service Components			
List FBISD District committee(s) or school committee(s) that you may have previously served on or are currently serving? (Examples include but are not limited to: SHAC, BOC, CPAC, Focus Group, etc.)			
The response is incomplete.			0 point
The response provides a list of their District and/or community involvement.			1 point
The response provides a list AND detail of their District and/or community involvement.			2 points
Professional/Responsibilities			
Provide a statement that includes your background and experiences that would lend support in serving on a committee in FBISD.			
The applicant’s response is incomplete.			0 point
The applicant provides a non-specific explanation in answering the prompt.			1 point
The applicant provides a list but does not offer additional support/explanation.			2 points

The applicant provides a specific background/experience that would support serving on a committee.	3 points		
The applicant offers an exceptional background/experience that would lend support serving on a committee.	4 points		
Personal Commitment Statement			
Provide a personal statement explaining why you would like to be a part of a District community committee and how you will make an impact on this committee and the future of FBISD.			
The applicant does not offer any particular reason that they want to be a committee member or response is incomplete.	0 point		
The applicant provides a non-specific explanation in answering the prompt.	1 point		
The applicant provides a <u>why</u> they want to be a part of a committee but does not provide a how they will make an impact.	2 points		
The applicant provides a <u>how</u> they will make an impact but does not provide a why they want to be a part of a committee.	2 points		
The applicant provides a statement of <u>why</u> they want to be a part of a committee <u>AND</u> <u>how</u> they will make an impact.	3 points		
The applicant offers an exceptional explanation of why they want to be a member of a committee and how they will make an impact and included an <u>example</u> .	4 points		
Ability to Collaborate			
Describe a time in which you responded to a situation with different points of view and had to come to a consensus with an individual or group of individuals? What challenges did you experience? What successes do you recall?			
The applicant does not offer an example of a situation or the response is incomplete.	0 point		
The applicant provides a non-specific explanation in answering the prompt.	1 point		
The applicant provides an example to the prompt but does not provide challenges or successes.	2 points		
The applicant provides an example to the prompt and provides challenges but does not provide successes.	3 points		
The applicant provides an example to the prompt and provides successes but does not provide challenges.	3 points		
The applicant offers an example to the prompt AND offers an answer to both challenges and successes.	4 points		
The applicant offers an exceptional example to the prompt AND offers an answer to both challenges and successes.	5 points		
Applicant Pool Interest			
If you are not selected to serve on the committee(s) selected, please indicate if you would be interested and available to serve on a different or new District committee in the future.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Yes - place in applicant pool.</td> <td style="width: 50%;">No - note in pool for historical documentation.</td> </tr> </table>	Yes - place in applicant pool.	No - note in pool for historical documentation.
Yes - place in applicant pool.	No - note in pool for historical documentation.		