

## Esko Safe Routes to School Program Planning Process

### Planning Process, Major Steps and Timeline

ARDC recommends that the Esko Safe Routes to School (SRTS) Plan be completed during 2009. This involves three SRTS Steering Committee meetings, with a National Center for Bicycling and Walking facilitated visit and a community meeting. The plan will be prepared in four steps.

1. Start Up and Visioning
  - a. Meeting #1 April 23, (kick-off Steering Committee and NCBW visit)
2. Existing Conditions and Current Issues
  - a. Collect and Review Existing Information/Infrastructure
  - b. Parent and Student Surveys
  - c. Meeting #2 (Community Meeting)
3. Draft SRTS Plan Strategies
  - a. Develop Strategies
  - b. Meeting #4 (review draft SRTS plan strategies)
4. Finalize SRTS Plan
  - o Meeting #4: (finalize SRTS plan)

At Meeting #1, the Steering Committee will schedule the meetings for the entire project. However, the schedule will be determined by the school year, weather, and any funding opportunities that arise. For the most accurate results, the parent and student surveys should be completed in the spring.

Additionally, the SRTS plan should be complete by December 2009 so that the Steering Committee is well positioned to start program implementation during the 2009-2010 school year.

A recommended schedule:

- o April 2009: Meeting #1; NCBW Visit and Existing Conditions Data Collection
- o April-May 2009: Collect and Review Existing information; Parent and Student Surveys sent out,
- o May 2009: Surveys returned; Meeting #2
- o June 2009-August 2009: Develop Strategies
- o September 2009: Draft SRTS Plan; Meeting #3
- o November 2009: Meeting #4; Finalize SRTS Plan
- o December 2009: Adopt SRTS Plan

### Expectations for Roles and Responsibilities

The ARDC role is to research existing conditions, collect data, plan and facilitate all meetings, draft the SRTS Plan document and strategies, and stay informed on the Mn/DOT Safe Routes to School Program and other related programs.

The SRTS Steering Committee members need to take an active role to provide existing local information to ARDC, distribute and collect the surveys, interact with community members to raise awareness of the planning process, and review draft documents.

The role of a SRTS Steering Committee Chair is to be the local contact person for the SRTS planning process and ARDC. The chair will also confirm meeting times, reserve venues, and send invitations to community stakeholders and committee members.

#### Preliminary Agendas for Each SRTS Steering Committee Meetings

To effectively complete the SRTS plan and to respect the time invested by the Steering Committee members, the working meetings will be well-planned and focused on production. The four meetings will each play a critical role in forwarding the preparation and drafting of the SRTS plan. ARDC anticipates each meeting will run 1½–2 hours in duration. The Committee Chair will determine meeting start times but ARDC suggests they occur when members are most likely to be available, such as in the afternoon.

Below are the objectives and a preliminary agenda for each meeting.

Meeting #1: Introduce SRTS planning process, NCBW visit,

- Introduce the SRTS Steering Committee members, and ARDC (Fischer)
- Review roles of the Steering Committee, ARDC and confirm a Chair (ARDC)
- Present overview of the SRTS Program (NCBW/ARDC)
  - The need for SRTS
  - The Minnesota SRTS program
- Walkability and bikeability safety assessment i.e. tour the school grounds (NCBW)
- Identify key assets and current issues and concerns (NCBW)
- Identify Goals for SRTS Plan (NCBW/ARDC)
- What's Next: Assign specific tasks to the Steering Committee members (ARDC)
- Set meeting schedule for the following 3 meetings (Committee Chair)

Meeting #2: Review existing conditions, confirm goals, and identify assets and barriers (If needed, the training of table facilitators will precede the meeting.)

- Introduce the SRTS Committee members and ARDC Planner (Committee Chair)
- Present overview of SRTS planning effort (ARDC)
- Present summary of the background information (surveys) and analysis (ARDC)
- Confirm draft goals (ARDC)
- Gather comments and identify local assets and barriers (small group discussion facilitated by Steering Committee members)
- Regroup to review primary issues and next steps (ARDC)

Meeting #3: Review the draft SRTS Plan

- Review outcome of Meeting #3 (ARDC)
- Provide overview of the draft Plan (ARDC)
- Review draft Plan strategies (Committee members facilitated by ARDC)
- Discuss draft SRTS plan (Committee Chair)
- Assemble suggestions for edits and additions (Committee Chair)

Meeting #4: Discuss and finalize SRTS plan

- Provide overview of the revised final SRTS plan (ARDC)
- Review final draft SRTS plan (Committee members facilitated by ARDC)
- Discuss next steps: plan adoption, promotion, implementation (ARDC)

Through the process, ARDC will routinely update a project website at:  
[www.arrowheadplanning.org/eskosrts](http://www.arrowheadplanning.org/eskosrts) .

### Safe Routes to School Planning Process

Phases	1. Start Up and Visioning	2. Existing Conditions and Current Issues	3. Draft and Final Plans
	SRTS Plan Start Up	Collect and Review Existing information	Develop Recommendations
	Meeting #1 Introduce SRTS plan process, review issue and concerns develop Vision	Surveys-parents, students, and teacher	Meeting #3 Review draft plan recommendations
		Meeting #2 Review existing conditions, confirm goals and identify local assets and barriers	Meeting #4: Review final draft SRTS Plan
<b>Steering Committee/Public Input</b>	Meeting #1: Committee Start-Up and Visioning and NCBW visit	Meeting #2: Community Meeting and Brainstorming	Meeting #3: Review Draft SRTS Plan Meeting #4: Finalize SRTS Plan
<b>Outcomes</b>	1. Train Committee members on SRTS goals and process	1. Understanding of existing conditions and past efforts	1. SRTS Plan that Meets/Exceeds Mn/DOT expectations
	2. Identify assets, issues and concerns	2. Establish base conditions for evaluation	2. Actionable Implementation-Focused Recommendations
	3. Establish Goals for SRTS Plan	3. Understanding of Study Area liabilities and constraints	3. Committee members prepared for Implementation
<b>Timeline</b>	April 2009	May 2009-July 2009	August 2009-December 2009