

Guidelines for Forming a Flashpoint Risk Team

District leaders and staff with information on potential flashpoints often lack clear guidelines on where or to whom to elevate concerns. Gather early intel from across the district by deploying a flashpoint risk team to establish upward risk updates and limit the impact of potential incidents.

Launch a flashpoint risk team in your district by following these four steps.

Step 1: Determine Team Composition

Include 8-10 district leaders from a range of departments:

- Student health services
- Facilities & operations
- Information technology
- Communication & community relations
- Legal counsel
- Diversity, equity, inclusion
- Curriculum & instruction
- *(optional)* Parent-teacher association

▶ *Consider whether you'll allow department leads to nominate members.*

Step 2: Set Meeting Frequency

EAB recommends meeting at least once a month for 1 hour. Choose a meeting frequency and length that maintains participants' interest, ensures enough time for discussion, and allows for follow-up work to be completed between gatherings.

▶ *Consider the size of your flashpoint risk team in choosing meeting frequency, as larger teams may require meetings set further in advance to minimize conflicts.*

Step 3: Set Meeting Agenda

In each meeting, ask the same questions focused on data-driven, trending issues and district initiatives. This will reduce preparation time and incentivize participation from team members. Example agenda setting topics and questions:

- Why has there been an increase in [student discipline write-ups these past 3 weeks]?
- The district central office has documented [7 FOIA requests from one advocacy group].
- What topics may be in the spotlight for this month's board meeting?
- Are there any risks that are missing from our Risk Register?

▶ *Consider questions about trending issues with students and how current initiatives or upcoming decisions may disrupt the district climate.*

Step 4: Assign Post-Meeting Responsibilities

Delegate ownership of the following tasks to team members:

- Updating and owning the Risk Register
- Scheduling and sending reminders for the next climate risk team meeting