

Horseheads Implementation Team Training Session #1

Please Note: *Kindly sign the attendance roster.
Pick up materials. Please check the district website for:*

*Strategic Plan – Approved by the Board of Education
Strategic Plan Executive Summary*

Attachment: Implementation Team Operational Guidelines

Team:	Implementation Team	Minutes Taker:	TBA
Date:	March 2, 2010	Facilitator(s):	Penny Ciaburri
Time:	4:00 – 7:00 p.m.	Location:	Multi-Media Center

Agenda:

Item	Who	Time	Discussion/Notes
1. Welcome/Overview <ul style="list-style-type: none"> • Introductions • Timeline Forward • Opening Remarks 	<ul style="list-style-type: none"> • Penny Ciaburri • Dr. Marino/Brian Lynch 	4:00 – 4:15 p.m.	
2. Creating Context “The Big Picture” <ul style="list-style-type: none"> • The Implementation Protocol: Key Tasks • Quick Review: The Strategic Plan • Operational Guidelines: Discussion 	<ul style="list-style-type: none"> • Penny Ciaburri 	4:15 – 5:30 p.m.	
3. Current District Initiatives District Administration will walk us through current initiatives, groups and individuals involved and connection to the Strategic Plan.	<ul style="list-style-type: none"> • Dr. Marino 	5:45 – 6:15 p.m.	
4. District Alignment: The Role Of Site Based Teams We will review the template for alignment of District and Site Goals.	<ul style="list-style-type: none"> • Penny Ciaburri 	6:15 – 6:40 p.m.	
5. Closure <ul style="list-style-type: none"> • Meeting Schedule • Action Items • Process Check / Questions 	<ul style="list-style-type: none"> • Penny Ciaburri 	6:40- 7:00 p.m.	

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