

# Horseheads Implementation Team Strategy Session

## Meeting Summary

<b>Team:</b>	Implementation Team	<b>Minutes Taker:</b>	Kim Malone
<b>Date:</b>	October 22, 2012	<b>Facilitator(s):</b>	Shawn McDonough / Kim Malone
<b>Time:</b>	4:00 – 5:30 p.m.	<b>Location:</b>	Multi-Media Center

**Present:** Gerald Altilio, Joyce Arms, Anne Marie Bailey, Karen Donahue, Nicole Elston, Alison Eustace, Henry Farr, Kelli French, Amy Genier, Nancy George, Heather Henry, Jay Hillman, Ronald Holloway, Deb Jay, Brian Lynch, Kimberly Malone, Ralph Marino, Cynthia Massey, Shawn McDonough, Ruth Miller, Gregg Moyer, Rebecca Parks, Patrick Patterson, Laurie Pica, Jan Przybylski, Elizabeth Scaptura, Patricia Sotero, Alexandria Stryker, Kris Wilson, Tanya Winkky

Item	Discussion/Notes
<p><b>1. Welcome</b></p> <ul style="list-style-type: none"> <li>• Agenda Review/Materials</li> </ul>	<ul style="list-style-type: none"> <li>➤ Introductions of new members</li> </ul>
<p><b>2. Community Engagement Survey &amp; District Performance Scan</b></p> <ul style="list-style-type: none"> <li>• Review CES &amp; DPS</li> <li>• Group Discussion</li> </ul>	<ul style="list-style-type: none"> <li>➤ Penny Ciaburri from PLC Associates joined the IT meeting through a conference call and shared the current CES and DPS with the IT</li> <li>➤ Group discussion with recommended changes to CES           <ul style="list-style-type: none"> <li>• <b>In Directions</b> – remove <u>spell correctly</u> from “When writing comments, spell correctly”, and change to “When writing comments, please refrain from the use of expletives or inappropriate language”.</li> <li>• <b>In #3 Schools section</b> – list <u>Gardner Road</u> prior to <u>Ridge Road</u> so that all elementary schools are seen in alphabetical order. All remaining schools are fine as currently listed.</li> </ul> </li> <li>➤ Group discussion with recommended changes to DPS           <ul style="list-style-type: none"> <li>• <b>In Stakeholder Group/Site Identification</b> – Position section – add <u>Food Services</u> as a choice. List it immediately after Transportation just as it is in the prior Group/Location section.</li> <li>• <b>In Stakeholder Group/Site Identification</b> – remove the section “What is your grade level or department, if appropriate” as we understand that the data is only disaggregated by building, and not down to the grade or department level. The IT feels that this would help alleviate individuals feeling anxious about anonymity.</li> </ul> </li> <li>➤ Group discussion with recommended changes to CES/DPS           <ul style="list-style-type: none"> <li>• <b>In Open Ended Questions section</b> – remove requirement that at least one open ended question be completed before a participant can move on to the next section. IT does not want this to become a barrier for participants to complete the survey.</li> </ul> </li> <li>➤ It was noted that           <ul style="list-style-type: none"> <li>• We are still on target to implement the DPS and CES in November</li> <li>• Answers on the DPS and CES are anonymous</li> </ul> </li> <li>➤ Ways to inform community about the CES were shared           <ul style="list-style-type: none"> <li>• District Website, Facebook, Auto Call/E-mail to Parents, Postcard, Press Release, School Newsletters, District Newsletter, Friday Flyers (PreK-6), PTO’s and District Parent Council</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ Ways to inform staff about the DPS were shared <ul style="list-style-type: none"> <li>• E-mail will be sent to staff with survey link</li> <li>• Principals / Supervisors are asked to encourage staff to complete the survey</li> </ul> </li> </ul>						
<p><b>3. Closure</b></p> <ul style="list-style-type: none"> <li>• Good of the Order</li> <li>• Action Items: <ol style="list-style-type: none"> <li>1. Task Force Presentations Prep</li> <li>2. SBT Prep – Report Out on KI’s from IT</li> </ol> </li> <li>• Next Meeting: November 26<sup>th</sup></li> <li>• Future Meeting Dates: <table style="margin-left: 20px;"> <tr> <td>January 28<sup>th</sup></td> <td>April 22<sup>nd</sup></td> </tr> <tr> <td>February 25<sup>th</sup></td> <td>May 20<sup>th</sup></td> </tr> <tr> <td>March 25<sup>th</sup></td> <td>June 3<sup>rd</sup></td> </tr> </table> </li> </ul>	January 28 <sup>th</sup>	April 22 <sup>nd</sup>	February 25 <sup>th</sup>	May 20 <sup>th</sup>	March 25 <sup>th</sup>	June 3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>➤ Please review action items in preparation for next IT meeting</li> </ul>
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*“Quality Education for All”*