

Horseheads Implementation Team Survey Sub-Committee Meeting Summary December 1, 2011; 3:30 – 4:30 pm

Team:	IT Survey Subcommittee	Minutes Taker:	Alice Learn
Date:	December , 2011	Facilitator(s):	Alice Learn
Time:	3:30 – 4:30 p.m.	Location:	ESC Conference Room A
Members: Carol Callahan, Sarah Castor, Amy Jane Genier, Michelle Harshbarger, Nancy Hoffman, Deb Jay, Alice Learn, Cynthia Massey, Gregg Moyer, Elizabeth Scaptura, Patricia Sotero, Jean Yorio			
Present: Carol Callahan, Sarah Castor, Nancy Hoffman, Alice Learn, Cynthia Massey, Gregg Moyer, Elizabeth Scaptura, Patricia Sotero, Penny Ciaburri (conferencing)			

Item	Discussion/Notes
<p>1. Welcome</p> <ul style="list-style-type: none"> • Review the Task • Conference call 	<p>Alice reviewed the sub-committees task then initiated conference with Penny. Penny introduced the revised version of the DPS and CES and recommended a process for aligning the previous DPS and CES to these newer versions:</p> <ol style="list-style-type: none"> 1. Highlight the questions from the survey that are referenced in the strategic plan; 2. Determine if these questions are in the new surveys; 3. Review the new questions in the surveys (do we want to replace/ modify any of these questions; be certain not to change the meaning of questions on surveys that are included in the SP; 4. Add, but limit open ended questions (for comments). <p>Revised edition of the CES will allow parents with children in multiple buildings to take the survey for each building. There is also now the capacity for each building to write their own questions.</p> <p>Penny also suggested that the DPS and CES be administered in the spring of 2012. It has been three years since the surveys were offered to staff and community.</p> <p>Discussion on small percentage of HS students who took SV. Too few to be meaningful.</p> <p>Note: Committee member Sarah Castor suggested that when the SV is administered again, there should be “limited” clicks to get to the survey.</p>
<p>2. Discussion/Recommendations</p>	
<p>3. Closure</p> <ul style="list-style-type: none"> • Action Items/Next Steps • Next Meeting: Jan. 5; 3:30–4:30pm, MMC • Good of the Order 	<p>Next Steps: Committee will review current and new survey questions and plan how to develop building specific questions.</p> <p>Subcommittee can review questions prior to meeting on January 5</p>