

## Minutes of the Horseheads Strategic Plan Implementation Team Training Session #1 March 2, 2010 4-7 p.m.

<b>Minutes Taker:</b>	Ralph Marino, Jr.
<b>Facilitator(s):</b>	Penny Ciaburri

### Agenda:

Item	Who	Time	Discussion/Notes
<b>1. Welcome/Overview</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Timeline Forward</li> <li>• Opening Remarks</li> </ul>	Penny Ciaburri Dr. Marino Brian Lynch	4:00 – 4:15 p.m.	Ms. Ciaburri, Dr. Marino, and Mr. Lynch welcomed everyone. All members of the IT introduced themselves and shared which stakeholder group they represented.
<b>2. Creating Context “The Big Picture”</b> <ul style="list-style-type: none"> <li>• The Implementation Protocol: Key Tasks</li> <li>• Quick Review: The Strategic Plan</li> <li>• Operational Guidelines: Discussion</li> </ul>	Penny Ciaburri	4:15 – 5:30 p.m.	Ms. Ciaburri reviewed the Strategic Plan that was approved in December 2009 by the BOE. A lengthy discussion took place on the IT protocols and guidelines.
<b>3. Current District Initiatives</b> District Administration will walk us through current initiatives, groups and individuals involved and connection to the Strategic Plan.	Dr. Marino	5:45 – 6:15 p.m.	Dr. Marino reviewed all of the district initiatives with the IT. Updates will continue to be made to the BOE and staff.
<b>4. District Alignment: The Role Of Site Based Teams</b> We will review the template for alignment of District and Site Goals.	Penny Ciaburri	6:15 – 6:40 p.m.	Ms. Ciaburri explained how the Strategic Plan will align with the School Site Team Plans. There will be another training for site teams on June 30, 2010.
<b>5. Closure</b> <ul style="list-style-type: none"> <li>• Meeting Schedule</li> <li>• Action Items</li> <li>• Process Check / Questions</li> </ul>	Penny Ciaburri	6:40- 7:00 p.m.	We reviewed the meeting and training schedule from now until December 2010.

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