

**Task Force:  
Strategy Session #**

<b>Location:</b>	<b>Date:</b>	<b>Time:</b>
<b>HHS – Conf Room</b>	<b>August 14, 2009</b>	<b>10:00 – 11:30 AM</b>

<b>Team:</b>	<b>Facilitator(s):</b>	<b>Minutes Taker:</b>
<b>Community Relations/Partnerships</b>	<b>Karen Donahue</b>	<b>Karen Donahue</b>

<b>Present:</b>	Karen Donahue, Deb Jay, Cynthia Massey, Tammy Schoonover, Tom Stickler
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**Agenda Items / Discussion**

Reviewed Section A and B1 work to date.
Group discussed the format proposed for measurement on reaching strategic intent #2 and decided to move back to a bench line target of 75% Strongly Agree/Agree. Removed one community engagement survey question from the measurement list because of the large number of the respondents who replied “don’t know”. Task Force discussed that this did not appear to be a good measurement tool. Revised, dated and marked as draft.
Reviewed list of possible action steps that have been received from members of this task force as well as those forwarded from other task forces. Continued to brainstorm possible action plans. List will be distributed so members of task force can review prior to next meeting.
Established next meeting date: Wednesday, August 26, 2009 from 6:00 PM – 8:00 PM in the Educational Support Center.

**Task Force:  
Strategy Session # 5**

<b>Location:</b>	<b>Date:</b>	<b>Time:</b>
<b>Educational Support Center</b>	<b>July 21, 2009</b>	<b>5:30 PM – 7:30 PM</b>

<b>Team:</b>	<b>Facilitator(s):</b>	<b>Minutes Taker:</b>
<b>Community Relations/Partnerships</b>	<b>Karen Donahue</b>	<b>Karen Donahue</b>

<b>Present:</b>	K. Donahue, Deb Jay, Cynthia Massey, David Rich
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**Agenda Items / Discussion**

1. Reviewed Workflow Process and discussed the need to move ahead with key initiatives in order to meet the July 31, 2009 timeline as outlined by PLC.
2. Reviewed Strategic Intents and Key Initiatives and discussed how they would be measured. As written the questions from the CES used to measure intent # 1 fell in to two distinct areas--- communication and partnerships. It was decided that strategic intent #1 would deal with communication and strategic intent # 2 would go to partnerships and be measured by CES questions 4, 15, 26, 5, 16, and 27. The revision and addition of Key Initiatives for SI 1 and 2 was discussed.
3. Given the constraints of the timeline a decision was made for a sub group to continue work on the development of additional key initiatives on the advice of PLC. C. Massey, D. Jay, S. Pirozzolo, K. Donahue agreed to take on this task.
4. No future work session dates were set due to the limited attendance as there are many conflicts with work and vacation schedules currently. Group will engage electronically to outline availability and establish next meeting.

## Task Force: Strategy Session # 4

Location:	Date:	Time:
Ed. Sppt. Ctr.	May 28, 2009	6:30pm

Team:	Facilitator(s):	Minutes Taker:
Comm. Relations	Karen Donahue	Susan Pirozzolo

Present:	D. Rich, C. Massey, Y. Sloane, K. Donahue, S. Clemons, S. Ungvarsky, S. Pirozzolo
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Agenda Items / Discussion
Strategic intent added: #2. Karen explained that it's on all task forces' strategic intents and refers to community engagement survey. We agreed that the wording is confusing and needs clarification.
PLC suggested that we add to intent #4, which refers to survey. Also suggested #5 and #6 might belong in Student Achievement's work. C. Massey, who's on both task forces, explained that they are looking at it in a different way than we are. Question about our key initiative regarding perception; how do you measure. Suggested survey, which is prevalent in all our work.
#4: By 2015, x% of district residents will respond to community engagement survey, and of those, at least 75% will report that they strongly agree/agree on the following questions: Add Q14, Q25, Q4, Q15, Q26, Q5, Q16, Q27 to Q3. Suggest should be 75% or greater will strongly agree/agree on these questions.
Agree #5 and #6 should stay with our task force, but re-word #5 to make it clear: #5. ...parents/families are aware that the district provides equitable extra-curricular/enrichment activities in all schools
#6: correct typo - ...prepared them for success in their chosen <u>vocation</u> /continued education.
Revise #1: By 2015, the district will develop a system for establishing sustainable partnerships and will have established relationships with more than x number of organizations... Also correct typo: "promoting a sharing <u>of</u> resources..."
Key Initiatives: Add: We will establish a comprehensive public relations program that facilitates and encourages communication and partnerships among all district stakeholders.

## Task Force: Community Relations and Partnerships Strategy Session # 3

Location:	Date:	Time:
Educational Support Ctr. Horseheads High School	May 4, 2009	6:30 -8:30pm

Team:	Facilitator(s):	Minutes Taker:
Community Relations/Partnerships	Karen Donahue	Tammy Schoonover

<b>Present:</b>	Karen Donahue, Sue Pirozzolo, David Robbins, Tammy Schoonover, Cynthia Massey, Scott Clemons, Sue Ungvarsky
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Agenda Items / Discussion
I. Reviewed Task Force Charge as well as the Critical Issues given by the Core Team.
II. Reviewed work done on the SWOT Analysis <ul style="list-style-type: none"> <li>a. Internal Document</li> <li>b. External Document</li> <li>c.</li> </ul>
III. Identified top 3 concerns: <ul style="list-style-type: none"> <li>A. Community Perceptions</li> <li>B. Communication</li> <li>C. Equitable, Systematic Programming</li> </ul> <p>Critical issues added by the task force.</p>
IV. Intents vs. Initiatives reviewed and discussed <ul style="list-style-type: none"> <li>a. <b>Intent:</b> End measurable outcome</li> <li>b. <b>Key Initiative:</b> Multiyear strategy</li> <li>c. <b>Action Plan:</b> Specific project or activity we assign and implement</li> </ul>

V. Intents developed by the Core Team on 4/29/09 shared. Task Force suggested possible wording changes in blue to clarify and help with measurement as follows:

1. By \_\_\_\_ x percent of local businesses, stakeholders, and community groups will agree/strongly agree that they are invited to participate in school/community cooperative endeavors.

By \_\_\_\_ x percent of local businesses, stakeholders, and community groups will agree/strongly agree that the district provides opportunities to participate in school/community cooperative endeavors.

2. By \_\_\_\_ x percent of parents/community members will agree/strongly agree that the district communicates with them in an efficient/effective manner.

By \_\_\_\_ x percent of parents/community members will agree/strongly agree that the district communicates with them in a sufficient manner.

3. By \_\_\_\_ x percent of parents will agree/strongly agree that their students' experiences and opportunities both curricular and non-curricular are expanded and equitable.

By \_\_\_\_ x percent of parents will agree/strongly agree that the district consistently provides enrichment opportunities to all students across the district.

4. By \_\_\_\_\_, x percent of taxpayers voting on the budget will participate in a survey to provide feedback on how the budget supports student achievement in the district.

Not sure number 4 fits with our charge.

5. By \_\_\_\_\_, x percent of district alumni will agree/strongly agree their education sufficiently prepared them for their chosen vocation/continued education.

6. By \_\_\_\_\_, x percent of the community will agree/strongly agree that they are treated respectfully when interacting with district staff.

VI. Identification of possible Key Initiatives for Core Team Meeting 5/14/09

These came from discussion by some members of the Core Team after hearing the Task Force "themes".

1. Effectively and systematically disseminate information.
2. Have systems in place to provide opportunities across the district.
3. Use data and interpersonal relationships to avoid misperceptions by the community.

VII. Next meeting: **Thursday, May 28, 2009, Educational Support Center at 6:30 PM**

**Task Force: Community Relations and Partnerships  
Strategy Session # 2**

<b>Location:</b>	<b>Date:</b>	<b>Time:</b>
Education Support Conf. Room Horseheads High School	April 20 <sup>th</sup> , 2009	6:30-8:30pm

<b>Team:</b>	<b>Facilitator(s):</b>	<b>Minutes Taker:</b>
Community Relations/Partnerships	Karen Donahue	Tammy Schoonover Sue Pirozzolo

<b>Present:</b>	Karen Donahue, Sue Pirozzolo, David Rich, David Robbins, Tammy Schoonover, Cynthia Massey, Deb Jay, Yvonne Sloan, Scott Clemons, Sue Ungvarsky
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**Agenda Items / Discussion**

- I. In Review of the tasks from meeting #1.
  - A. Try to narrow the task
  - B. Audit, Analyze and Investigate what district has currently
- II Review of Comments from survey
  - A. Community likes access to buildings
  - B. Several political comments
    - 1. Not what you know in Horseheads but who you know.
  - C. Main issue seems to be communication
    - 1. Parents feel left out
    - 2. Education of parents for experiences of students
    - 3. If parent has had a negative educational experience, they may be concerned about contacting the office.
  - D. Community wants to be informed of what is going in the district.
    - 1. Currently sending out 8,000 +/- newsletters, 11,000 +/- at budget time
    - 2. Knowledge of who meets you at the door
      - a. access to buildings limited for student safety
  - Potential solution: Use volunteers at the door to greet school visitors
  - Training staff could add value to community members
    - 3. Issue with doors, 36 doors at high school alone
    - 4. Previous custody issues at elementary schools
    - 5. Corning East uses a welcome center
    - 6. Rural schools only have one door to school
      - a. becomes an expense issue if staff has to watch doors
  - E. Sports Experience
    - 1. Very political
    - 2. Who you are determines how well you do

3. Wealth makes a difference
- F. Customer Service
  1. Community doesn't feel welcome
  2. Parental access/volunteers to classrooms
  3. Staff training for pleasant experience
  4. One negative incident can create a negative perception
  5. Create value for the parents

\* Potential solution reminder of fingerprinting requirement in newsletter

### III. Career Development

#### A. District purchases service from GST BOCES for career experiences

1. Job shadows current year 77
2. Career Panels current year 105
3. Classroom speakers current year 32
4. Class field trips current year 9
5. Student requested interviews 264

\* Potential Solution for Business partners—"Principal for a day" to see school needs/wants

#### B. Parents and business aren't aware of programs available to the student of Horseheads

#### C. How do we assist students with transition

1. Freshman orientation day
2. Guidance visits, how and when scheduled
3. Services for teen parents/Drop outs
4. Corning/Painted Post district offers a school foundation made up of volunteers
  - a. provides potential scholarships
  - b. provides potential needs to needed items, ie: instruments
  - c. Separate entity from school district
  - d. Alumni network and ways to keep in touch
    1. Facebook, etc

#### D. Post weekly updates on the Horseheads District website

1. Board meeting minutes are posted to the website.

### IV. Communities

#### A. Different communities within the Horseheads High School

1. Police-HPD, Sheriff, State Police
2. Fire—Local / EMT
3. Chemung County Emergency Mgmt
4. Mental Health-Crisis, Signs of Suicide, Grief Counseling
5. CPS/Dept of Social Services
6. Children's Integrated Services
7. Family Court
8. Horseheads Youth Bureau and Court
9. Chemung County Youth Summit- Asset Survey
10. Military
11. Business Tours through Chemung County

#### B. Middle School communities

1. CDC-career days

2. BOCES/High School talk to younger students
  3. Science Olympiad coaches
    - a. Engage parents and other community “experts”
  4. Business people serving on committees
  5. Need additional assistance in getting involved
  6. Music field trips including operas and guest presenters
  7. Art in Education not being fully utilized
  8. WWII teach in at Wings of Eagles
- Potential Solution-Listing of opportunities for businesses to donate or get involved with on the website
  - Potential Solution—Systematize all information

C. Parent Involvement/PTO’s

1. Movie Night
2. Fundraising
  - a. fall festivals
3. Talent Nights
4. Enrichment activities
  - a. Science nights/fairs
  - b. Math nights
5. Parent advisory council meeting at Panera Bread
6. Band, Chorus and Senior fundraising

D. Corning Enterprises-Chris Sharkey, Director/Community Affairs

1. Access to surveys
2. School Data
3. Corning wants to be involved but wants strategic potential for both Corning Inc and Horseheads Schools
4. Cooperation clear objectives and goals
5. Potential activities move forward quicker in smaller districts due to quicker cooperation
6. Internships and Shadows
  - a. on information 25% of shadows were cancelled

E. Potential Partnerships

1. Deb Lynch-HS Guidance Counselor
2. Partners in Education-scientist performing experiments
3. Junior Achievement-financial literacy, global marketplace and entrepreneurship
4. Math and Science Forum
  - a. Dr. Mark Vaughn
  - b. Dan Delorme
  - c. Alternative School for Math and Science

V. Next Meeting on May 4<sup>th</sup>, 2009 6:30pm to 8:30 pm  
 Education Support Conference Room  
 Horseheads High School  
 Core Team meets 4/29/2009

## Task Force: Community Relations and Partnerships Strategy Session # 1

Location:	Date:	Time:
Multi Media Center Horseheads High School	April 7 <sup>th</sup> , 2009	5:00-7:30pm

Team:	Facilitator(s):	Minutes Taker:
Community Relations/Partnerships	Karen Donahue	Tammy Schoonover

<b>Present:</b>	Karen Donahue, Susan Pirozzolo, David Rich, David Robbins, Tammy Schoonover, Cynthia Massey, Deb Jay, Yvonne Sloan, Scott Clemons, Tom Stickley, Sue Urgvasky
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### Agenda Items / Discussion

<p>I. Set future meeting dates</p> <ul style="list-style-type: none"> <li>A. Best Meeting Times are after five                             <ul style="list-style-type: none"> <li>1. Suggestion 7 pm to 9 pm</li> <li>2. Suggestion 6:30 pm to 8:30 pm</li> </ul> </li> <li>B. Next Meeting time scheduled for <b>April 20, 2009</b> from <b>6:30 pm to 8:30 pm</b> in <b>Educational Support Room</b> at <b>Horseheads High School</b></li> <li>C.. Next Core Team Meeting April 29<sup>th</sup>, 2009 5 pm to 8 pm</li> </ul>
<p>II. Reviewed Task Force Work Flow Process</p> <ul style="list-style-type: none"> <li>A. Extra Information can be requested</li> </ul>
<p>III. Ground Rules</p> <ul style="list-style-type: none"> <li>A. Highly participatory process</li> <li>B. Strive for solutions</li> <li>C. Contribute timely, on-target information sharing</li> <li>D. Be respectful in disagreement</li> <li>E. Build support and unite coalition</li> </ul>
<p>IV. Decision Making Model</p> <ul style="list-style-type: none"> <li>A. 75% of named membership team set by roster</li> <li>B. Members expected to attend 90% of meeting to vote unless special circumstances</li> </ul>
<p>V. Analyze the Charge:</p> <ul style="list-style-type: none"> <li>A. Community Relationships and Partnerships Task Force will audit, analyze and Investigate how the District currently engages the community and builds partner-Ships in order to:                             <ul style="list-style-type: none"> <li>1. Realize the potential of community relationships and partnerships</li> </ul> </li> </ul>

2. Enhance student Achievement
3. Build a school-to-work coalition
4. Meet the workforce needs of the local business community
5. More effectively communicate with all members of the District community

**VI. Data Sources for current programs**

- A. Community Engagement Survey
  1. Parents
  2. Business Owners
  3. Non parent or business owner
- B. Are perceptions the same by all survey participants

**VII. Needs for Community Relations and Partnership Task Force**

- A. Understand our community
- B. Will the education process prepare our students for the workforce
- C. Can the community impact the educational process
- D. Build a school-to-work coalition
- E. Group the Critical Issues with similar issues
- F. Understand how the alumni are connected to the community

**VIII. Our Community**

