

Horseheads Core Team Orientation

Please Note: *Kindly sign the attendance roster and pick up a copy of The PLC Associates, Inc. Strategic Planning Workbook*

Team:	Core Team	Minutes Taker:	TBA
Date:	November 20 th , 2008	Facilitator(s):	Dr. Diane Reed
Time:	5:00 – 7:30 p.m.	Location:	Multi-Media Center

Agenda:

Item	Who	Time	Discussion/Notes
1. Welcome/Overview Welcome to our Core Team! We will overview our charge, discuss our important leadership responsibilities and introduce our group.	<ul style="list-style-type: none"> • Dr. Ralph Marino • Judy Christiansen • Penny Ciaburri (Via video) 	5:00 – 5:15 p.m.	
2. The Strategic Planning Process <ul style="list-style-type: none"> • Components of the Strategic Plan • Roles/Responsibilities • Work Flow and Process • Deliverables and Timeframes • Reporting Responsibilities • Decision Making Model • Identification of Task Forces 	<ul style="list-style-type: none"> • Dr. Diane Reed 	5:15 – 6:15 p.m.	
Break			
3. Continued... <ul style="list-style-type: none"> • The Community Engagement Survey • The District Performance Scan • Facilities Study • Demographics 	<ul style="list-style-type: none"> • Dr. Diane Reed 	6:30 – 7:15p.m.	
4. Closure <ul style="list-style-type: none"> • Next Steps • Process Check • Q/A 	<ul style="list-style-type: none"> • Dr. Diane Reed 	7:15- 7:30 p.m.	

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