

Andover School Committee
Minutes of Workshop Meeting of October 15, 2009
School Administration Building - School Committee Room

Members in Attendance: Chair Debra Rahmin Silberstein, Dennis Forgue, Annie Gilbert, and Richard Collins. David Birnbach was teleconferenced in.

Others in Attendance: Claudia L. Bach, Superintendent, Susan Nicholson, Assistant Superintendent and David Keniston, Business Manager,

Invited Guests Lyle Kirtman and Susan Beckmann of Future Management Systems and Associate

Chair Deb Silbertstein opened the School Committee Workshop Session at 6:35 P.M. in the School Committee Room. The purpose of the meeting is to begin the process for the development of a strategic plan.

Dr. Nicholson noted that the latest Strategic Plan work plan had been sent to members. An Advisory Committee to the Steering Committee will necessitate additional meetings and an expanded role for Mr. Kirtman changing the cost of the Strategic Plan to \$26,000. The cost needs to be reduced to \$20,503 to be 30B compliant. There will be two pinpoint planning modules, Technology and Revenue Generating Ideas, which will be sent out for bid with additional monies from a grant to be used to cover the additional expense.

Mr. Kirtman walked the Committee through the steps of the Strategic Planning process. To begin, the Committee will capture several years of accomplishments and recognitions to be used to develop a brochure/plan. Deb Silberstein recommended going back five years to show the transformation of the Andover School System.

Pinpoint Planning is separate from the Steering Committee and Advisory Committee. The members discussed ideas on the selection of participants for these committees. It was suggested reaching out to people beyond the school community through a newspaper notice, to recruit new faces providing new perspectives. They also discussed the advantages of bringing in those who have been critical as well. It was decided that the Pinpoint Committees would each consist of two co-chairs and six members. Dennis Forgue will prepare a notice to submit to the Andover Townsman for the Revenue Generating Pinpoint Committee. Ray Tode will prepare a notice on the purpose of the Technology Pinpoint Committee and identify some of the qualifications interested individuals should have.

The group brainstormed names of those who could be invited to join the Technology Pinpoint Planning Committee and discussed what they expect to accomplish with this planning module. It was noted that information must be very clear so people do not confuse the Technology Strategic Plan with the Town/School IT Plan.

A training session for the chairs of the Revenue Generating Planning Committee and the Technology Planning Committee on how to lead should be completed prior to the November 10th School Committee Meeting.

The Steering Committee will play an advisory role for the other Committees and the Superintendent will be in charge of communications between the groups. The Steering Committee will consist of less than ten people with enough representation to assure credibility. Consideration for the make-up of the Steering Committee in addition to the Superintendent and Assistant Superintendent should include two School Committee members, one principal, one parent, and possibly one member of the Andover Teachers' Association specifically from their leadership team.

The two Pinpoint Planning units cannot proceed until the Business Office receives the required three quotes are received; in the meantime, they will begin the search for community participants and school representatives. The Steering Committee should be in place by late November or early December.

The Internal Organization Scan purpose will be to gather and review necessary data trends for planning. Mr. Kirtman will send samples of an internal scan and retrospectives to the Superintendent. The Steering Committee will have some input ready to share at their first meeting in late November.

The External Scan will consist of several parts including focus groups and community forums. The focus groups should consist of groups you want to hear from; i.e, students, AHS graduates, private schools, Town employees, and community members, and critics. Annie Gilbert offered to oversee the gathering of names for this group. The Committee talked about inviting someone from an institute of higher education to join the group; possibly someone from Merrimack College or the University of Massachusetts/Lowell. They would also like to hear from teachers in the Andover Public Schools, retired educators, senior citizens, and community groups such as, Andona, the Service Club, etc to create a diverse group to draw from. The goal will be to construct an expert panel of specialists to launch ideas. Lyle Kirtman hopes to schedule Bill Daggett to speak (at a reduced fee) with the option of inviting other communities to the discussion.

Susan Nicholson suggested bringing the groups who will have a substantial role throughout the process together to educate them on how learning has changed, and the user groups could gather information that would be discussed with all the stakeholders in the community. David Birnbach suggested having Technology as a “how” to deliver education not a “what”. Deb Silberstein suggested identifying the minority population as a group as well. The idea is to create a diverse committee for both the Revenue Generated and the Technology Pinpoint Planning Committees. Interested parties who are not selected for the Pinpoint Planning Committees can participate in the Community Forums.

The first Steering Committee Planning Meeting will be held on Monday, November 30th from 8:00 A.M. to 9:30 A.M. The Steering Committee will consist of Deb Silberstein, Claudia Bach, Susan Nicholson, Annie Gilbert, and a representative from the AEA, Higher Education, a Parent and a Community member.

Motion to Adjourn

A motion to adjourn the Planning Session was made by Dennis Forge with a second by Annie Gilbert and voted 4-0 to adjourn.

Roll Call Vote:	Deb Silberstein	Yes
	Dennis Forge	Yes
	Annie Gilbert	Yes
	Dick Collins	Yes

Motion approved and voted 4-0.

The work session adjourned at 8:38 P.M.

Respectfully submitted,

Dee DeLorenzo
Recorder