

Andover School Committee
Minutes of Workshop Meeting of July 22, 2009
School Administration Building - School Committee Room

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

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

Invited Guests Lyle Kirtman, Future Management Systems

Chair Deb Silbertstein opened the School Committee Workshop Session at 4:05 P.M. in the School Committee Room. The purpose of the meeting is to receive an overview of the process for the development of a strategic plan.

As Lead Consultant for Future Management Systems, Mr. Kirtman provided background information on Future Management Systems and distributed an overview and process of strategic planning to the School Committee members and Administrators.

Mr. Kirtman stated that the first steps in developing a strategic plan is to look at trends and decide where they are going, determine the primary challenges as well as the district's strengths, choosing what needs to change, precise measuring of data, and development of a plan to reach the District's desired goals.

Steps in planning include scenario-planning concepts with anticipated outcomes. Benefits of a strategic plan should be established, and it is important to stay focused on the goals established. Administration / Leadership Teams should evaluate the plan yearly, building the strategic plan into other plans such as the School Improvement Plans, the School Budget, and Annual Plan. A strategic plan is constantly renewed to adjust to changing conditions that could impact plans. Mr. Kirtman said key components to the success of the strategic planning process include bringing in experts, communication and education of the community, establishing focus groups to study and analyze data, paradigm shifts, and best practices, as well as drafting a vision, mission and core statement. He also stated how important it is to have the union leadership connected to the plan.

Timelines for establishing a strategic plan depends upon the data accumulated, smart goals and district initiatives. Timelines are different for each community depending upon what is important to the district. A full strategic plan could take up to eight months at a cost of approximately \$20-\$25,000, but approximately four months we incorporate

pinpoint planning at a cost of \$15-17,000. A shorter timeline of 3-6 months is recommended. Mr. Kirtman explained the importance of pinpoint planning; focusing in-depth on one or two issues and moving ahead but not impulsively. The members discussed several ideas for pinpoint planning consideration that could be woven into one document.

The Committee discussed the next steps to put in place to move forward. Mr. Kirtman will work on a draft of what the process for the strategic plan and report back to Deb Silberstein, Dr. Bach, and Dr. Nicholson. The group will build an inventory of ideas for pinpoint planning, and identify areas for revenue generating and cost saving areas. Deb Silberstein suggested a share-point site be setup as an avenue for the Committee to exchange ideas. The Committee discussed having Lyle Kirtman present at the Triboard meeting on August 17th.

Motion to Adjourn

A motion to adjourn the Work Session was duly made and seconded.

Roll Call Vote:	Deb Silberstein	Yes
	Dennis Forgue	Yes
	David Birnbach	Yes
	Annie Gilbert	Yes
	Dick Collins	Yes

Motion approved and voted 5-0.

The work session adjourned at 6:05 P.M.

Respectfully submitted,

Dee DeLorenzo
Recorder