

## **Board of Education Progress Update**

### **Topic: School Needs Assessment and Strategic Planning**

**September 10, 2015**

#### Summary:

The Board of Education reviewed a preliminary draft of the Needs Assessment performed by Dr. Diane Albano and Terry Brewer from the Capital Area School Development Association (CASDA) at the June, 2015 Board meeting.

Dr. Albano and Terry Brewer were in attendance at the July, 2015 meeting to present the final Needs Assessment Report and to discuss a proposal for the development of a Strategic Action Plan. The Board decided to continue their review of the initial assessment and to consider whether to move forward with CASDA or to use other methods to create a plan. Discussion was planned for the August, 2015 Board meeting.

The Board discussed CASDA's preliminary proposal for Strategic Action Planning during the August, 2015 Board meeting. The Board directed Mr. Farrell to contact CASDA to get a clear description of proposed work and all related costs. They would like to have this information so that a decision can be made no later than the September Board meeting. Ideally, at least some of this work could be complete in time for the start of the 2016-2017 school budget development process.

As directed, Mr. Farrell made contact with CASDA to request a description of the proposed strategic planning process, including all related costs. CASDA provided a proposal, including a total cost of \$3,500, which was shared and discussed during the September Board meeting. The proposal involves the creation of a District Advisory Team that will be charged with the task of identifying goals and developing a three-year strategic action plan. The Board was pleased with the scope of work CASDA proposed and agreed to move forward with the process.

Mr. Farrell pointed out the first item that will need to be addressed is the formation of the District Advisory Team, which should consist of representatives from the following school-community groups: one administrator, two school board members, one teacher from each of the three instructional levels, one non-teaching staff member, one or two PTO parent member(s), and one or two community member(s). The Board will need to decide which members will serve on this team and they also need to consider community members who might be interested and willing to serve on the team. CASDA is requesting that the team be formed and ready to begin meeting by the middle of October.