

Portland School Committee

Workshop Meeting – 6pm to 10pm

Wednesday, May 28, 2008

**Room 250
Casco Bay High School**

Assuring that all students are learning for their future

Workshop Session:

1. Discussion of:
 - A. Comprehensive Plan/Strategic Plan
 - B. Committee Goals
 - C. Facilities Task Force membership

Upcoming School Committee Meetings – Room 250, CBHS

June 4, 7pm	Weighted grades, Project Citizen
June 11, 7pm	Retiree celebration (will be video taped for later broadcast)
June 25, 7pm	Personnel, set summer retreat

Upcoming Workshops – Room 250, CBHS

Upcoming Subcommittee meetings

June 4, 5:30pm	Policy Comm., Room 250, CBHS
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**Portland School Committee
Goal Setting Workshop Minutes
January 30, 2008**

Attending: Susan Hopkins, Sarah Thompson, Jamey Caron, Kathleen Snyder, Rebecca Minnick, Robert O'Brien, Peter Eglinton, Lori Gramlich, John Coyne, Joshua Tingley, Jules Szanton, Jeanne Whynot-Vickers, Tom Lafavore, Jill Blackwood. Sue Steele, facilitator.

Meeting Objectives:

- Build relationships among School Committee (SC) members,
- Come to consensus on three to five School Committee three-year goals,
- Develop action steps, target dates and subcommittee accountability for each goal.

Review Group Norms

The group reviewed the School Committee Norms that were adopted by consensus by the School Committee on January 11, 2006. The group recommended one additional norm:

- Before putting forth a tabling motion that will cut off conversation about an issue, the SC member will signal that s/he intends to table in order to allow final comments by fellow SC members.

The conversation raised other issues around how the School Committee does business. Those ideas/suggestions were documented in the meeting Parking Lot.

Leadership

Jeanne led the group through a discussion and an activity focused on the difference between leading and managing and the importance of both. She also discussed the importance of the SC's leadership in the district and community.

Three-year Strategic Plan

The group reviewed the Draft Portland Public Schools Strategic Plan – Goals and Targets. The group split into three smaller groups to talk about what has happened over the last year or so to move the district closer to its goals.

- 1) Goal – Highly Skilled Employees: Assure that our employees, at all levels and in all departments, have the necessary skills to perform their jobs professionally in a diverse culture that honors adult learning as a means to increase growth in student learning.
 - a) Early release days
 - b) Professional development rewarded within the PEA contract (and incorporated into the classroom.)

- 2) Goal – Purposeful Response to Learner Needs: Continuously examine growth in student learning and identify purposeful interventions as a means of making informed decisions about instructional practice with our diverse learners.

SC 2006 Goal: The School Committee will receive and review assessment data three times a year and make policy and budget decisions accordingly.

SC 2006 Goal: The School Committee will develop creative ways to prepare students for college, work and citizenship including: paying for one college application per student, making a college application a graduation requirement and making service-learning a graduation requirement.

 - a) Early foreign language at N. Clifford,
 - b) Expansion of Advanced Placement courses at PHS and DHS,
 - c) Summer ELL Learning Lab,
 - d) Breakfast at Reiche,
 - e) Using the NWEA data and data triangulation model in the Community of Learners programming,
 - f) PHS Fresh Start program,
 - g) Support to CBJS early college experience (USM partnership),
 - h) DHS Coaching and PHS Advisory programs.

**Portland School Committee
Goal Setting Workshop Minutes
January 30, 2008**

- 3) Goal – Positive Learning Environment - Establish a culture that promotes and supports continuous improvement in the cognitive, physical, social and emotional well being of each member of our diverse school community.

SC 2006 Goal: The School committee will maintain and construct facilities with designs that are beneficial to student learning, environmentally sound and energy efficient – and make policy and budget decisions accordingly.

SC 2006 Goal: The School Committee will develop and support a plan for communication vertically and horizontally within and outside the organization about the work of the district and the School Committee.

- a) Bullying/Center for Violence Prevention work in schools.
- b) Support for continuing education for teachers,
- c) Advisor/advisee programs at DHS and PHS,
- d) SC support to the Portland Education Partnership,
- e) Tuesdays with Tom – Community of Learners professional development program.

Dinner Discussion

During dinner the group responded to the question: *You ran for School Committee to make a difference. What difference do you want to make by the end of your three-year term?*

Brainstorming

Prompt: *What needs to happen over the next three years?* The group responded to the prompt by brainstorming:

- Invest in all students' learning in the present and for the future,
- Provide adequate, equitable resources necessary to assure consistent standard exist among all schools,
- Environmental sustainability,
- Creative ways to prepare students for college, career, and citizenship,
- Comprehensive facility plan including redistricting and limiting the number of schools to maintain,
- Redistricting,
- Plan to stop or slow declining enrollment,
- How we sell (market) our schools,
- Plan to react to elementary enrollment,
- Continuing to update policy – overhaul,
- Provide for accountability and transparency with our internal and external stakeholders,
- School Committee will have strong connections to the community,
- Trust with community,
- Stakeholder evaluation of the School Committee,
- Employee recognition,
- Hire a superintendent,
- Outside evaluator for the School Committee,
- Higher level administrator evaluation,
- How the School Committee will operate as a body and relate to the staff,
- Budget items regarding the goals and the vision,
- Plan to upgrade existing facilities,
- Increase revenues,
- Making a budget that reflects vision,
- Multi-year budgeting,
- Work closely with legislative delegations – advocacy for funds,
- Relationship between athletics and how this fits within the school budget,
- Goals for adult ed – how this fits in the budget,

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Brainstorming cont....

- Bring a budget to referendum,
- Clear communication of budget priorities,
- Achieve a more equal socio-economic balance across the district,
- Comprehensive plan for the district,
- Common vision for our schools,
- K-5 foreign language,
- How to integrate technology into the curriculum,
- Expand and enhance exiting needs programs,
- Comprehensive facility plan,
- Standards (curriculum) consistency among schools.

Goal Setting - I

Jill shared a goal setting model – including a format used in the district and revised for the School Committee.

Goal Setting – II/III/IV

Tom and Sue categorized the brainstormed ideas during break. The group broke into three smaller groups each taking the categorized brainstormed ideas. Their task was to develop one or more goal statements based upon the ideas. Once developed the smaller groups presented the goal statements to the larger group for feedback and then revised the goal statements. Last step – SC members multi-voted (three votes per SC member) on the revised goal statements as noted below:

Goal Statement	Votes
To develop a comprehensive facilities plan.	3
Set budget that supports vision and goals of the district.	3
To provide for accountability and transparency with our community, staff and students.	1
The School Committee will develop a strategy for communicating within and outside the SC about the work of the district and the committee.	1
Evaluate school choice.	0
Redistricting with consideration for socio-economic balance.	3
Cooperation with other school districts/regionalization of special programs.	1
Develop creative ways to prepare students for college, career, and citizenship.	3
Provide adequate financial resources to support equitable programs that ensure consistent standards among all schools.	6
Address enrollment and marketing of schools	5
Develop a comprehensive plan for the district based on a common vision for our schools.	7

Goal Setting – IV

In three smaller groups, the members got started on the School Committee Goal Setting – Annual Goal Form – one for the top three priorities. Those statements are attached.

Next Steps

1. Document the meeting – Sue
2. Circulate the minutes – Sue
3. Schedule a workshop to continue the work – John

**Portland School Committee
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Plus	Delta
<ul style="list-style-type: none"> • Small group work • Significant time to work • Focus on one agenda item – goal setting • Location (Abromson Center) • Agenda (tight and focused) • Leadership/management discussion • Six hours was the right amount of time • Wednesday is convenient for some • Timing in January works for new members • Participation was great! • Administrators – available but not too involved. 	<ul style="list-style-type: none"> • Need to stay focused • Need coffee! • School night is not so good for some – weekend better?

Adjourn

Parking Lot

- Can we make a norm that we refer to the School Committee as “12” instead of “9”? There are 12 people on the committee – 9 reps and 3 student reps.
- Personality Profile (i.e. Myers Briggs) for superintendent candidates and explore behavioral event interviewing as the interview technique.
- Effective administrators’ and superintendent evaluation tools.
- Hiring a special staff member who reports to the School committee and provides info on how the district is meeting goals.
- Committee reports and minutes via email.
- Have the Policy Committee look at email policies.
- Explore and provide information/reference book on Robert’s Rules of Order.
- Overload of data too much info – difficult to determine priorities – How?
- Strategic plan must include measurable data to ascertain goals or objectives achieved.
- Periodic feedback re: what teachers and staff do during Wednesday early release!
- AP course at Deering. Why are some offered at Portland and not at Deering? Have they been expanded or not?

SCHOOL COMMITTEE GOAL SETTING

ANNUAL GOAL FORM

Name: Sarah, Susan, Lori,
Josh and Rebecca Date: 1/30/08

Goal Number 1 of 3 School: _____

GOAL STATEMENT:

(Goals should connect to mission and strategic plan)

Provide adequate financial resources to support equitable programs that ensure consistent standards among all schools.

WHAT DATA WAS USED TO INFORM THIS GOAL?

Anecdotal evidence of inequities at all levels – i.e. students not knowing the same info, PTO purchases of materials that other schools don't have, etc. Observation, first-hand from students, staff and community. Parent letter from FOLMS.

ACTION STRATEGIES:

(What will School Committee do to accomplish this goal? What will staff do?)

1. Implement policy directing superintendent to equitably distribute resources among schools.
2. Request data on readiness at each transitional level.
3. Inquire as to whether we can get PTO treasurers' reports at end of year.
4. Request monthly financial data at the cost center level.

SUCCESS INDICATORS:

(How will you know if you have met your goal?)

SUBCOMMITTEE OVERSIGHT:

(Who will be responsible for oversight of this goal?)

Finance and Policy Committees.

SCHOOL COMMITTEE GOAL SETTING

ANNUAL GOAL FORM

Name: _____ Date: _____ 1/30/08

Goal Number 2 of 3 School: _____

GOAL STATEMENT:

(Goals should connect to mission and strategic plan)

Address enrollment and marketing of schools.

WHAT DATA WAS USED TO INFORM THIS GOAL?

Decades of declining enrollment.

ACTION STRATEGIES:

(What will School Committee do to accomplish this goal? What will staff do?)

Planning with principals, PTOs, and marketing strategists.

Neighborhood by neighborhood planning.

SUCCESS INDICATORS:

(How will you know if you have met your goal?)

Retention rates

Transfer rates

Proportion of public and private school students

Economic diversity

SUBCOMMITTEE OVERSIGHT:

(Who will be responsible for oversight of this goal?)

Task force

Next Steps

- Assessing resource availability,
- A calendar,
- Strategy for approaching schools.

SCHOOL COMMITTEE GOAL SETTING

ANNUAL GOAL FORM

Name: Jaimey Caron, Peter Eglinton, Kate Snyder Date: February 4, 2008

Goal Number 3 of 3 School: _____

GOAL STATEMENT:

(Goals should connect to mission and strategic plan)

To develop a comprehensive district plan based on a common vision for our schools.

WHAT DATA WAS USED TO INFORM THIS GOAL?

A lack of data informs this goal.

ACTION STRATEGIES:

(What will School Committee do to accomplish this goal? What will staff do?)

Phase I: Planning to Plan

1a) Policy Committee to ask staff to compile all documents that direct how we run the district (ie: EFTF reports, Learning Goals, Building Bridges, Technology Plan, etc.) as well as relevant documents in the City of Portland's Comprehensive Plan (Housing Plan, Sustainability Plan, etc.)

1b) Policy Committee to inform the development of the plan by researching the City of Portland's Comprehensive Plan through meeting and collaboration with Planning Dept. staff;

1c) Policy Committee to inform the development of the plan by talking with others in the community familiar with the process (ex: Duke Albanese, Dick Barnes, etc.);

1d) Policy Committee to develop timeline and budget for Comprehensive Plan through completion (budget includes both internal (staff time and materials) and external (consultants, printing, etc.) costs);

1e) Include funding in the FY2009 budget for a consultant to help support the development of the plan through School Committee, based on a recommendation for the Policy Committee.

Phase II: Develop the Plan Outline (contingent on funding approval)

2a) Policy Committee to create a charter for an Ad Hoc Committee comprised of community members, school committee members, etc. to develop the mission statement and the

framework for the Portland Public Schools' Comprehensive Plan for School Committee approval;

- 2b) Ad Hoc Committee to engage City of Portland Planning Dept. to help create RFP for the selection and hiring of a Consultant;
- 2c) Ad Hoc Committee to develop a framework for the Comprehensive Plan that allows the incorporation of existing documents where available and identifies elements requiring further study;
- 2d) Ad Hoc committee to prioritize list of Comprehensive Plan components;
- 2e) Framework presented to Policy Committee and School Committee for adoption.

Phase III – Complete individual elements of the Comprehensive Plan

SUCCESS INDICATORS:

(How will you know if you have met your goal?)

- 1) Approval of Budget by City Council and School Committee
- 2) Approval of Ad Hoc Committee
- 3) SC approvals, as required
- 4) Adoption of the plan as part of the City of Portland's Comprehensive Plan

SUBCOMMITTEE OVERSIGHT:

(Who will be responsible for oversight of this goal?)

The Comprehensive Plan will be developed by an Ad Hoc committee approved by the School Committee and working under the oversight of the Policy Committee.

SCHOOL COMMITTEE GOAL SETTING

ANNUAL GOAL FORM

Name: Jaimey Caron, Peter Eglinton, Kate Snyder Date: February 4, 2008

Goal Number _____ of _____ School: _____

GOAL STATEMENT:

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ACTION STRATEGIES:

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