

Avon Grove School District

Facilities Input Group Meeting

Strategy Name: Facilities

Strategy Number: 4

Date & Time: June 14, 2016 6:30 – 8:00PM

Team Members:

| Name | Position | Email | Attended (X if Yes) |
|-----------------------|-------------------------------|-------|---------------------|
| Jeffrey Billig | Board Member | | |
| Dan Carsley | Business Manager | | |
| Matt Crockett | Supervisor of Bldgs & Grounds | | |
| Ed Farina | Board Member | | |
| Brian Gaerity | Board Member | | |
| Chris Marchese | Superintendent | | |
| Kalia Reynolds | Director of Elementary Ed. | | |
| Bonnie Wolff | Board Member | | |
| | | | |
| John Auerbach | Community Member | | |
| Uwe Beuscher | Community Member | | |
| Andrea Danucalov | Community Member | | |
| Rich Eagles | Community Member | | |
| Dennis Gerber | Community Member | | |
| Carolyn Hammerschmidt | Community Member | | |
| Neil Huber | Community Member | | |
| Nicole Morley | Community Member | | |
| Matthew Przywara | Community Member | | |
| Robert Ruddy | Community Member | | |
| Bob Weidenmuller | Community Member | | |
| Aundrea Young | Community Member | | |
| | | | |
| Danielle Hoffer | Gilbert Architects | | |
| | | | |

Agenda/Discussion

| Topic | Discussion/Status (Bullet topics for agenda. Add discussion during meeting to form minutes) | Action(s) (Refer to Action Log) | Assigned to |
|---|---|------------------------------------|---------------|
| Prior meeting review and current meeting focus | <ul style="list-style-type: none"> Review discussion from May 3rd meeting | | Dan |
| Working Norms of the Committee | <ul style="list-style-type: none"> Review strategy and develop working norms | | Kalia & Group |
| Upcoming Meetings | | | |
| | | | |

Avon Grove School District



Facilities Input Group

June 14, 2016

District Mission and Vision

Vision:

All Avon Grove students are well prepared to create their own futures.

Mission:

The purpose of the Avon Grove School District is to foster a learning environment for all students to be exceptionally well prepared to succeed and lead full and meaningful lives.

Purpose

The purpose of this meeting is to develop committee norms and expectations so that the work of the team can be accomplished to achieve the District's strategic goals.

What's Really Important About Strategic Planning?

Pre-Work Phase:

- Have a clear, fact-based understanding of the current state of the facilities
- Have a plan that addresses root causes

Design Phase:

- Develop a short list of high-impact priorities
- Include specific and measurable action plans
- Seek actionable feedback from stakeholders

Implementation Phase:

- Include lagging and leading metrics to track progress
- Leverage options aligned with opportunities
- Establish clear implementation and monitoring processes

Targets

I can:

- Identify the building blocks of a high-functioning team.
- Participate in developing norms and expectations.
- Confirm a standing meeting protocol.



“Strategy will never be implemented nor vision realized without collaboration and teamwork. Strategy doesn’t just happen. People working in teams make it happen.”



- Rachel Curtis & Elizabeth City

Building Blocks

- Is the team's purpose clear, challenging, and consequential?
- Are the right people on the team?
- Are the necessary structures in place to support a high-functioning team?
- Does the team have the capacity to function well?
- Is the team accountable for its processes and outcomes?

[Team Checklist](#)

Purpose of the Committee

- Answer the following questions,
 - What is the purpose of this committee?
 - What is my role on this committee?

Committee Structures

- Two key structures support high functioning teams:
 - **Norms**
 - Meeting Agendas
- Begin and end on time
- Assume good intentions
- Be succinct, concrete, and explicit when speaking
- Stay on topic, stick to the meeting objectives
- Listen to understand, and ask if you don't understand
- Wait until the person speaking is finished before talking
- Demonstrate Integrity: Be transparent - say what you mean and mean what you say. Provide honest feedback
- Be a Team Player: Focus on the good of the whole; offer your time and expertise when it will add value.
- Be engaged: Prepare for meetings, as needed. Attend meetings and ask questions to push the team's thinking and learning

Establishing & Maintaining Norms

On post-it notes, respond to the following questions:

- What were the bad habits of a low performing team you have seen in action that you want to make sure that we avoid?
- What norms will help you and the team as a whole do our best work and fulfill our purpose?

Committee Norms

- Now that norms have been established for the committee, how does the team ensure that the norms are modeled and maintained?

Committee Structures

- Two key structures support high functioning teams:
 - Norms
 - **Meeting Agendas**

Committee Meeting Structure

Committee Meetings

| Time | Purpose |
|------------|--|
| 10 minutes | Review previous meeting and purpose of the present meeting |
| 50 minutes | Meeting focus |
| 30 minutes | Debrief, closing, and next steps |

Facility Visits

| Time | Purpose |
|------------|---|
| 10 minutes | Review of feasibility study for specific building |
| 45 minutes | Tour w/specific look-fors: <ul style="list-style-type: none">- Completed improvements and needs |
| 35 minutes | Debrief, closing, and next steps |

For a strategy to influence action, it must be remembered. To be remembered, it must be understood. And to be understood, it must be simple. Keeping the complex simple is the key to the art of successful strategy.”

- Donald Sull

Next Steps

- Meeting Calendar
- Next Meeting - August 9th
 - Review the feasibility study for Penn London to be prepared for the school tour
 - Look at the District's 5-Year Plan



Thank You

Next Meeting is August 9, 2016



MEETING MINUTES

Facilities Input Group (FIG)

| Date | Start | End | Next Meeting | Next Time | Prepared by |
|---------|---------|---------|--------------|-----------|-------------|
| 6/14/16 | 6:35 PM | 8:24 PM | 8/9/16 | 6:30 PM | L. O'Brien |

Attended by:

| | | |
|-----------------------|------------------|----------------|
| Dan Carsley | Richard Eagles | Bonnie Wolff |
| Ed Farina | Bob Weidenmuller | Chris Marchese |
| Jeff Billig | John Auerbach | |
| Bob Ruddy | Nicole Morley | |
| Carolyn Hammerschmidt | Neil Huber | |
| Aundrea Young | Uwe Beuscher | |

Public:

Two members of the public were in attendance.

Summary of the Meeting

Prior Meeting Review and Current Meeting Focus

Mr. Carsley welcomed everyone and reviewed the discussion from the prior meeting. Mr. Carsley also reviewed the monthly meeting schedule and topics.

Mr. Ruddy and Mr. Weidenmuller introduced themselves and stated why they were interested in participating on this committee.

Dr. Marchese welcomed everyone and introduced Dr. Reynolds, Director of Elementary Teaching and Learning, who was facilitating the process for establishing the meeting structure and norms.

Working Norms of the Committee

Dr. Reynolds began her presentation by reviewing the District's mission, vision and the purpose of this committee. By establishing a meeting structure and norms, the team has a framework to work collaboratively and productively towards the District's strategic goals.

Dr. Reynolds facilitated the development of the group norms through interactive exercises. Dr. Reynolds will have the norms typed and available to the group before the next meeting.

One of the norms the group felt strongly about was being prepared for the meetings. In discussion, it came up that it would be helpful to develop the agenda for the next meeting during the end of the current meeting. Participants would know the focus and could prepare their homework. The agenda should be emailed to participants one week prior to the meeting.

Discussion around the meeting structure led to a request that the review at the beginning of the meeting should include any new thoughts, and incorporate questions or follow up if necessary.

The group discussed the meeting calendar and reordered the topics according to what information they thought most helpful to have first. Dr. Marchese adjusted the meeting schedule as the group provided input.

The group also agreed that some presentations/tours of facilities may take longer than the allotted 90 minutes for the meeting. Mr. Carsley stated that the meeting times may be expanded as the topics get more in depth.

Upcoming Meetings

The next meeting of the Facilities Input Group will be held on August 9, 2016. The agenda is as follows:

- Educational Model for PLE
- Enrollment Projections and Building Capacity
- Current State of the Facility
- Tour of PLE
- Debrief

Schedule

Dr. Marchese provided an updated version of the monthly meetings scheduled.

| | |
|--------------------|---|
| August 9, 2016 | PLE Tour |
| September 13, 2016 | AGI Tour |
| October 11, 2016 | FSEMS Tour |
| November 7, 2016 | HS Tour |
| January 10, 2017 | Financials |
| February 14, 2017 | External Tours as Determined by FIG |
| March 14, 2017 | Work Session |
| April 11, 2017 | Work Session |
| May 9, 2017 | Work Session |
| June 13, 2017 | Work Session * a new date will need to be selected AGHS graduation* |
| August 8, 2017 | Work Session |
| September 12, 2017 | Presentation of FIG recommendation to AG School Board of Directors |

