

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Special Session ~ Strategic Planning
June 10, 2006

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, met in special session on June 10, 2006, at approximately 9:00 a.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

1.0 Roll Call

Members present: Gail Ann Briggs, Scott Lay, Meta Mickens-Baker, John Puzauskas, Jay Reece, and Steve Whittington. Members absent: Martin O'Connor.

Also present: Superintendent Alan Chapman; Assistant Superintendent of Operations and Human Resources John Pye; Assistant Superintendent of Curriculum and Instruction Jim Braksick; Chief Financial Officer/Treasurer Tod Altenburg; Community Relations Specialist Meghan Leiseberg; Director of Technology Loren Baele; Principals Tom Eder, Lynette Mehall, and Scott Peters; Director of Special Education Operations Chuck Hartseil; Teachers Kate Behrens, Peggy Caslow, and Angelca Delatorre-Im; Counselor Camille Taylor; Students Matthew Loss, Katie Fedden, Joe Gonzalez, and James Spaulding.

2.0 Strategic Plan Review

Whittington called the meeting to order and provided the group with a handout detailing the nature of SMART objectives for review. (Attachment #1) Whittington highlighted item #8 from the SMART objectives list which implies that the detail of an objective is important and does not need to be condensed into a single sentence.

Additionally, Whittington noted that a timeline must be associated with each objective and that it should be very specific as well. Objectives should be framed into a year-long annual scope. At the end of each year, a similar process will be conducted, so that a very long-term approach will not be necessary.

Wordsmithing was not to be the sole area of focus. It was indicated that there is a need to focus on content as well as creating a well-worded objective. The diagnostic questions included in the SMART handout can be used as a means of assessing the relevance of the objectives that have been created.

Whittington reviewed the membership of the small workgroups and asked that they adjourn to discuss further objective development.

At 11:15 a.m., the entire group was reconvened to discuss objective development that occurred in the small workgroups. Whittington asked a single representative from each group to read the objectives that had been created. He indicated that after this point, the Board members and administrators would evaluate the goals and objectives and work towards their implementation. Subgroup suggestions for objective revision/development are recorded in the document entitled "*Proposed Strategic Plan Objectives.*" (Attachment #2)

Comments offered in the context of discussion regarding the newly revised/created objectives included:

- The deletion of objectives – intentional or an oversight?
- Removing acronyms from the language of the plan so everyone can understand what is meant.
- Should goals be prioritized in any way?

Whittington advised the group that notes taken from the flip charts will be sent to all participants to confirm that their intent is correct. The Board and administration will work to narrow objectives presented and finalize a plan that is achievable and reasonable. A final document will be developed by the Board and administration and shared with the group. Whittington stated that the entire process will take a series of weeks. Throughout the process, all participants will be kept abreast of the progress being made.

Whittington thanked the group for their participation in the June 3 and June 10 Strategic Planning Sessions.

3.0 Adjournment

The meeting was adjourned at 11:45 a.m.

**Scott Lay, Board of Education President
Community Unit School District No. 5
McLean and Woodford Counties, Illinois**

ATTEST:

Meta Mickens-Baker, Board of Education Secretary

Approved Date: _____