

Dedham Public School Libraries Five-Year Ad Hoc Planning Committee

Proposed Agendas:

Before Meeting One:

- Background documents
- Assessment questionnaire
- Outline of planning process
- Vision and mission statements samples
- Survey examples

Meeting One (1 hour):

- Introductions
- Review of background materials
- Review of committee and LMS assessments

Between Meeting One and Two:

- Compile assessment questionnaire results from committee.

Meeting Two (1 hour):

- Review results from assessment questionnaire results
- Review proposed Vision and Mission Statement
- Review proposed surveys for students, teachers, and parents

Between Meeting Two and Three:

- Conduct Surveys for students, teachers and parents

Meeting Three (1 hour):

- Review survey results
- Begin to craft goals for long range plan based upon needs and assessments

Between Meeting Three and Four:

- Draft goals for plan
- Draft assigned objectives to goals with actions

Meeting Four (1 hour):

- Review goals, objectives and initial action plan
- Approve long range plan

After Meeting four:

- Present to governing body and submit to MBLC.

Meeting Five (1 hour):

- Scheduled if extra meeting is necessary to wrap up any loose ends.