

**To all members of the Education and After School Programming Committee,**

I was asked to put together a plan which could be followed by our committee to create a "single recommendation which our committee feels will have impact on the Children, Youth and Family Master Plan from our committee.

Before I list the plan contents, please allow me to define several assumptions:

1. this plan is the result of what I think we are trying to accomplish. It may not be what anyone else thinks so in order for us to be focused on a common goal, we all need to comment on and change the plan if it doesn't fit.
2. I have no pride of ownership!! This plan needs to be owned by each one of us if it is to be successful.
3. Each part of the plan (identified by Roman numerals) needs to be owned by someone in our committee so that we can have independent progress made on each piece. Whoever takes ownership of a piece needs to be accountable for a schedule and identify who will help accomplish their piece of the plan. Names and dates are shown as "Who" and "When" on the plan.
4. Again, it is vital that each person provide their thoughts on this plan, especially if you think it misses the mark on what we are trying to accomplish. Let's rely on Rich Goll & Tim O'Neill to make sure that we are on the right target with our plan, so he can correct our directions starting now and as we progress in our project.
5. You can send all your comments on the plan to me and I will try to integrate your thoughts and comments into the plan and if that can't be done then we should ask Rich for help.

So here's the first version of the plan:

Vision: Manchester, a community which celebrates and supports learning 24x7.

Who

When

I. Administration

1. Create and update project plan
2. Establish meeting schedule

Tim O'Neill 1/8/09

3. Establish meeting locations

Jina 1/?/09

4. When and how to update the plan

II. Committee Communications

1. Internal committee communication
  - a. email to each other
  - b. meetings & minutes - when will they be created and how will they be distributed
  - c. do we need a website to collect comments?
  - d. should we create a committee blog?
2. External committee communications
  - a. Other committee's on the CY & FMP
  - b. Board of Education?
  - c. Board of Directors?
  - d. others who need info from

III. What learning opportunities currently exist in Manchester

1. Inventory current services and products which can be used by the following:
  - a. Youth
  - b. Adults
  - c. Family
  - d. Business
  - e. Civic organizations
2. How can a resident find out and use these services

IV. What learning facilities do we want in the future

1. Should they use technology to discover and use
2. How should this future interface with other related learning services, i.e.
  - a. Manchester schools
  - b. local colleges
  - c. local businesses
  - d. town government
  - e. religious organizations
3. how can residents efficiently discover and use these services

V. Contrast Future Model to the Survey Results

1. What will improve
2. How can we measure effectiveness of our suggested improvements
3. Can we estimate cost?

VI. Draw a conclusion on choices to document our "single recommendation"

I look forward to your comments and criticisms and help with any omissions. All are welcome.