

Strategic Planning Overview

Prepared by

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Characteristics of the process

- A plan will be produced that includes clear and measurable results
- Transparent process that is inclusive of all stakeholders
- Encourages open, ongoing discussion of what is important to stakeholders and how it will be accomplished
- Build internal capacity as the process is followed
- The process should be complete in 8-9 months

Roles and Responsibilities

Superintendent and Board of Education

- Support and approve of the process
- Approve timeline
- Offer input and suggestions
- Approve the final plan

Superintendent

- Meet monthly with the Plan Leader
- Approve all district communication
- Appoint Core Team, Core Team Leaders and Task Force Members
- Appoint Internal Coordinator (oversees and coordinates internal process)
- Oversees the implementation of the plan after approval

Planning Leader (External Person)

- Facilitates the planning process. Monitors deadlines. Maintains regular contact with the Superintendent. Reports updates to the Board of Education.
- Monitors the process. Facilitates Community Café and Core Team Meetings.
- Prepares final plan for Board approval

Task Force Leaders

- Facilitate discussions at Task Force meeting.
- Prepares reports from Task Force meetings
- Reports team progress at Core Team meetings (All Task Force Leaders are members of the Core Team)
- Creates Action Plans

Internal Coordinator

- Works directly with Planning Leader to create, collect, and distribute data and materials
- Coordinates meeting dates so that the process is meeting all timelines
- Maintains communication with Superintendent and all Task Force leaders
- Makes sure that the process is transparent and that all stakeholders are informed

Implementation Team (Administrative Team that oversees the work of each Task Force Team)

Responsibilities:

- Meet according to set schedule for purpose of reviewing implementation of Action Plans
- Maintain community-wide communication as the Strategic Plan moves forward
- Oversee work of Task Force Teams
- Operate as Key Communicators and Liaisons with the Task Force members
- Offer input and guidance on selection of Action Plans
- Participate in Monthly Reviews and Quarterly Status Checks with Team Leaders
- Report to School Board and other community groups