



Catalyst for Educational Change Strategic Planning Process Overview

Process	Description
Readiness I	The purpose of Readiness Session I is to acquaint the district with the strategic planning process. In alignment with CEC’s mission, it is essential that the process be a joint endeavor between labor and management, and include leaders of the board, union, and management. Leaders representative of those groups must attend the introduction session. This session will be facilitated by CEC. Following this session, CEC will finalize a contract and submit it to the district to establish final expectations, roles, responsibilities, costs, and timelines.
Readiness II	The purpose of Readiness Session II is to support the district leaders who will be presenting at the Data Retreat. This session will provide these leaders with presentation guidelines, samples, and consultant problem-solving support as they prepare to share the districts’ current reality in the areas of student learning, culture and climate, and finance, facilities, and technology.
Orientation	The purpose of the Orientation is to answer the question, “ WHO ARE WE, AND WHAT ARE WE BEING ASKED TO DO? ” The Orientation session paints the “The Big Picture” of the strategic planning process so that all strategic planning team members have a shared understanding of the process and their roles and responsibilities in helping the district set a clear direction for the future.
Data Retreat; SWOT Analysis	The purpose of the Data Retreat is to answer the question, “ WHERE ARE WE NOW? ” During this day the strategic planning team will develop a shared understanding of the current situation of the district as identified through data. The outcome of the day is to paint a clear data picture of the district so that the strategic planning team can identify what is working well (STRENGTHS), what is not working well (WEAKNESSES), what are possible areas of need (OPPORTUNITIES), and what are potential impacts (THREATS). This is called a SWOT analysis. This should be no less than a six-hour session.



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<p>Vision Retreat; Preferred Future Statement</p>	<p>The purpose of the Visioning Retreat is to answer the question, “WHERE DO WE WANT TO BE?” During this day the strategic planning team will develop a shared understanding of the current mission, vision, values/beliefs/commitments, and goals of the district. The team will review the components of a continuous improvement framework. In addition, it will look at essential information to shape a future vision based on the SWOT analysis from the data retreat. This provides the team with an opportunity to look at best-practice research that guides improvement. The outcome of the day is to paint a clear vision of where the district hopes to be in the future. This should be no less than a six-hour session.</p>
<p>Setting Direction Retreat; Draft of Plan</p>	<p>The purpose of the Setting Direction Retreat is to answer the question, “HOW DO WE GET FROM WHERE WE ARE TO WHERE WE WANT TO BE?” The strategic planning team works to provide a draft of the strategic vision/plan that can be shared with stakeholders to provide opportunities for input and feedback. The team will address long-range goals, preview goal indicators and measures, and identify the most urgent strategies that need to be addressed during the plan’s duration to move the district to a higher level of performance. This should be no less than a six-hour session.</p>
<p>Refinement/ Recommendations Meeting</p>	<p>The purpose of the Final Meeting of the strategic plan team is to review feedback from stakeholders on the draft of the new plan and make any refinements to the plan before it is presented to the superintendent who will recommend plan approval to the board of education. This is a recommended three-hour session.</p>
<p>Plan Approval; Living the Plan</p>	<p>There are several critical strategies to be certain the plan does not sit on the shelf and collect dust: <u>Critical strategies that CEC offers to ensure the return on the investment include:</u></p> <ol style="list-style-type: none"> 1. <i>Align goals and strategies to a data system (Indicators, Measures, and Targets).</i> 2. <i>Align the data system to a progress monitoring and reporting system for all stakeholders.</i> 3. <i>Align the plan to the work structures and processes to ensure ownership, responsibility, and accountability.</i> 4. <i>Align the plan to individual and team performance and program evaluation (goal setting, feedback, reflection, and improvement).</i> 5. <i>Align the plan strategies to PDSA action plans to develop a two-way communication and collaboration system to listen and learn.</i> 6. <i>Align the plan to resources of time and money to ensure focus and priority.</i>