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## Planning Process

The superintendent, in consultation with the board, is authorized to appoint the planning team. A broad spectrum of community and educational leaders will constitute the team. A chair for the team will be selected by the superintendent in consultation with the board. The team will establish a schedule of planning meetings.

The team continues to oversee implementation of the plan over time. Vacancies are filled by the superintendent on the advice of the chair and in consultation with the board.

- A. Strategic Planning:** A series of planning sessions shall be held over the course of six months on dates established by the team. The process will conclude with a draft plan. The plan will be submitted to the board for review, amendment and adoption following a public hearing. The strategic plan adopted by the board will be incorporated in the district's official policies.
- B. Strategic Management and Implementation:** The management and implementation phase of the planning process is primarily the responsibility of the administration. The district may utilize action planning task forces comprised of community members and staff to develop detailed plans to accomplish the goals of the plan. If developed, action plans will be reviewed by the board, and if adopted, codified in the district's official policies. The superintendent is authorized to appoint the action planning task forces.
- C. Strategic Annual Refocusing Meeting:** Prior to June 1<sup>st</sup> of each year the leadership team will report to the board in a public meeting on the implementation of the plan and recommend changes that may be necessary or beneficial. The board, in consultation with the superintendent, will review the progress of the plan, and consider amendments and changes in priorities in the plan in terms of changed and changing circumstances. Proposed amendments to components of the plan shall be considered by the board following a public hearing on the merits of the proposed amendments.

Management Resource:	Policy News, February 2012	Planning Model Policies (Series 0000) Updated
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# Planning Process

## **Planning Team**

Developing the vision, mission, beliefs and planning process' Team Selection - Because selection of the planning team involves the entire community, the superintendent, in consultation with the board, will choose a representative membership including representatives from the general community (parents, patrons, interest group representatives and business leaders) as well as, staff, board members and students. The superintendent, in consultation with the board will choose the chair, establish a meeting schedule, and oversee the process. Over the course of the scheduled meetings, the team will develop a draft plan.

## **Action Planning Task Forces**

The action planning task forces develop the action plans that govern the implementation of the district's plan. The planning team nominates people for selection by the superintendent to serve on action planning task forces.

## Components of the District's Plan

The elements of the district's plan are:

**A. Vision Statement:** A vision statement will be developed that addresses various subjects such as curriculum, facilities, technology acquisition, student needs, alternative resources, and other relevant issues. The vision statement will describe the preferred future that would be achieved by the district if resources were infinite. Based on this vision, the district will proceed to establish the other components of the strategic plan.

**B. Values:** The district will identify the values that are the foundation of the district. The values will be broad based and reflect the district's fundamental convictions about education. The value statement will form the heart of the education value system.

**C. Mission:** From the value statement, a concise mission statement will be drawn that describes the basic purpose and direction of the district. The mission statement is consistent with the district's vision and will focus on a common purpose.

**D. Goals, Objectives and Strategies:** These elements of the plan establish the means of governing and administering the district in compliance with district goals. They are definitive statements of intent or direction, based on the district's vision, and contain specific outcome(s). The goals will take into account all relevant data (for example: student assessment results, student demographics, disciplinary reports, enrollment trends, facility conditions, finance priorities and constraints, community support, etc.). Goals will be targeted for completion within five years.

For each goal a series of specific objectives will be established that provide measured steps (short, medium and long-range activities or events) toward the completion of the goal. The main purpose of objectives are to design around obstacles and build in opportunities in advancing a goal by employing, redirecting, or creating resources. The objectives will address the issues of how to accomplish the goals, set deadlines and identify responsible personnel and resources. Objectives are specific, measurable, time-related and achievable. Strategies are the means by which goals and objectives will be attained. A strategy can apply to more than one goal, for example the marketing and public relations strategy may apply to a number of goals.

**E. Action Plan:** The Action Plan will be developed by action planning task forces made up of staff and community volunteers and is designed to assure that the goals and objectives are attained. The action plans will establish the detailed sequence of events and identify the resources to be employed in implementing the plan.

Action plans will identify specific activities needed to achieve the specified result, the personnel who will be involved and responsible, the resources needed and the timeline.

Action steps to marshal resources will include: identifying financial requirements, labor and volunteers, facilities and equipment, and source material. Partnerships will be considered to obtain needed resources.

Cross References:	Board Policy:	0300 Planning Process
		0550 Strategic Plan
		Public Information Program
Management Resources	Policy News	
	February 2012	Planning Model Policies (Series 0000) Updated

## **Vision Statement**

Our vision is to inspire all to live with strong core values, to become competent, responsible learners, independent thinkers, and positive contributors to our changing world. We are preparing all students for lifelong success.

**Adoption Date: 06.12  
Hockinson School District  
Revised:**

## Mission

### The Mission of Hockinson School District is:

- To collaborate toward our common purpose.
- Value the diverse voices of our community.
- Challenge our assumptions by continually evaluating and improving our strategies.
- Use effective, relevant, and research-based instructional practices to improve student learning.
- Optimize available resources to protect the fiscal integrity of the HSD.
- Support everyone in the school community to realize their greatest potential.
- Provide a safe, healthy, and positive environment for all.
- Inform and inspire our community to become active participants.

## Strategic Plan

### Strategic Objective - instruction:

Utilize data teams to guide and improve instruction to meet the learning needs of all students.

### Desired Outcomes {Action Items):

- Powerful teaching and learning
- Standards—narrow down focus - implementation of Common Core Standards
- Create systemic Data Teams
- Formative and Summative Assessments including consistent data
- Professional Development - next steps
- Interventions
- Curriculum materials adoption cycle

Steps	Actions to reach the outcome	Timeline
1	Common Core Standards Implementation (Reading/Math/Writing/Science)	On-going
1	Instructional framework Charlotte Danielson's Implementation TPEP {Teacher Principal Evaluation Pilot)	On-going
2	Development of Data Teams Implementation of (PLCs, PBIS, etc)	On-going
2	Data Dashboards	Focus for 2014-15
3	RTI {Tier 1 focus on Core, Tier II and III specific academic interventions)	Focus for 2014-15
Foundational	Curriculum Adoption cycle	Every year
Foundational	Professional Development {PBIS, TPEP, RTI, Math Science, Title 1, etc.)	Every year

### Strategic Objective - Fiscal:

Support our vision through fiscal responsibility by maximizing revenues and managing expenses.

### Desired Outcomes (Action items):

- Prioritize expenditures, maximize revenues and resources
- Anticipate future revenues and expenditures

Steps	Actions to reach the outcome	Timeline
1	Research revenue sources (i.e. grants, advertising, etc.)	On-going
1	Develop prioritization process for expenditures	On-going
2	Human resources inventory (use in-house experts 1 <sup>st</sup> Local experts 2 <sup>rd</sup> )	On-going



Foundational	Levy/Bonds	Focus for 2014-15
Foundational	Maintain reserve per Board Policy	Per policy

**Strategic Objective - Technology:**

Utilize the technology scope and sequence with the primary purpose of supporting student achievement.

**Desired Outcomes (Action Items):**

- Develop the technology scope and sequence - what are kids expected to do; improve student learning
- Find available, relevant and cost efficient resources (i.e. cheaper, Google Docs paint.net)

Steps	Who is involved	Timeline
1	Develop tech scope and sequence	On-going
2	Ed Tech (i.e. procedures, list, available resources)	On-going
3	Data Dashboard Support	Focus for 2014-15
Foundational	Tech Maintenance	On-going
Foundational	Update Tech Plan	On-going

**Strategic Objective - Facilities/Safety:**

Provide and maintain facilities that support learning and ensure safety.

**Desired Outcomes (Action Items):**

- Update Facilities Plan - demographics changing, know where to direct resources (i.e. fields, paint, etc.), community interest to help (i.e. workers, money)
- Update Security / Safety Plan - common emergency plans, radios, cameras, evacuations. Safe Schools- use other districts (i.e. Evergreen)

Steps	Actions to reach the outcome	Timeline
1	Update Facilities Plan	On-going
2	Update Safety / Security Plan	Focus for 2014-15
2	Volunteer/Partnership (Gifting policy)	
3	Facilities Use	2013-14

**Strategic Objective - Community/Communication:**

Engage with our citizens through positive communication and outreach.

**Desired Outcomes (Action Steps):**

- Communication: Newsletters, media, community education, etc.
- Community Outreach: Foundation, Coalition, PWT, Boosters, volunteers, businesses, etc.

Steps	Actions to reach the outcome	Timeline
1	Communication Plan Implementation of a District Communications	Focus for 2014-15
1	Community Outreach	Focus for 2014-15

**ADDITIONAL DISTRICT-WIDE SUPPORTS**

The Hockinson School District Office will provide service and support with integrity and respect to ensure student success.

Service: Education, communication, action

Integrity/Respect: Honesty, accountability, communication