

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

INFORMATION ITEM

June 6, 2011

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Strategic Plan Update

On May 21, we held Community Engagement Day. We had community members, staff members, and parents in attendance. 55 people signed up to attend. We spent the morning looking at data, hearing background information, and discussing priorities in small groups. Linda Hanson was our facilitator for the event. Thus far, we have completed stages 1 and 2 in the process. Previously, we had determined that we would use Linda for stages 1-2, but that we could do 3 and 5 ourselves. (4 is the BOE approval) I am recommending that you retain her services for the remaining stages for continuity. At this time, you will not have an administrator who has been through this process before. You may wish to spend the extra \$2000 to ensure that this very important investment for our future remains at the forefront of the BOE during this next transitional year. I have attached a description of the services.

SCHOOL EXEC CONNECT

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TO: Dr. Ellen E. Mauer, Superintendent
Millburn School District 24

FROM: Dr. Linda Hanson, President
School Exec Connect

RE: Strategic Planning Proposal

DATE: May 20, 2010

Introduction

Strategic Planning is an effective and efficient way to provide a three year road map for your District's future. Strategic Planning ideally should provide for the best way for the District to marshal its resources, time and talent to move the District towards the best outcomes possible.

The planning process recommended by School Exec Connect will be designed specifically for Millburn School District 24, taking into account its particular challenges and opportunities. The Strategic Planning process provides for wide community and staff involvement at the front end and monitoring the mutually decided upon goals to assure full implementation at the end of the formal process.

The Strategic Planning Process is recommended to take place over the 2010-2011 academic year with implementation beginning in fall 2011.

The asterisks reflect the stages where the facilitator is required. Other stages may be completed in-house, if desired. The pricing reflects both options.

The Process

Stage 1: Pre-Planning *

Stage 1 establishes a small committee to assure that the Strategic Planning process is specifically designed for your District. The pre-planning will include:

- Logistical decisions such as time, place, invitations, and scope
- Determining which data should be used to provide a baseline for planning
- District capacity
- Deciding on the five year timeline for the process
- Input to the creating the a staff and community survey
- Assessing (from the survey) which goals are those that should be examined in the Community Engagement Process

Stage 2: Engaging the Staff and Community*

Stage 2 creates two opportunities for those who wish to give direct input to the process by: 1) completing an on-line survey that is designed specifically for your District, and/or 2) attending a Community Engagement Process over one and one-half days that will shape the future work of the District. Engaging the Staff and Community includes the following elements:

- Revisiting the current mission or creating a new mission or credo
- Reviewing latest work from futurists to have a view of the world our students will face
- Using data to establish the baseline of the areas to be studied (where we are)
- Determining the desired future of the District (where we want to be)
- Examining the gaps that exist between the “where we are” and “where we want to be”
- Reviewing the Goal Areas that will be the basis of improvement for the next three years taken from the survey
- Creating a clear vision of every Goal Area for clear, articulated planning
- Determining objectives that would achieve the goals

Stage 3: Implementing the Vision

Stage 3 is the most difficult part of the Strategic Planning Process. This part of the plan is achieved through committee work. A committee is formed around each goal area. The work of the committees follows:

- Creating Action Plans that with objectives to achieve the goal
- Establishing metrics with each objective to determine it has been achieved
- Establishing a communication template for the progress of goal attainment in an open and transparent way

Stage 4: Board Approval

The Board of Education will approve the Strategic Plan, thereby establishing the direction for the District for the coming four years.

Stage 5: Monitoring the Plan

Monitoring the plan is the ongoing oversight that assures the continued forward momentum of the planning process. An Oversight Team is recommended to monitor the committees as well as help with the coordination of the various committees. The committee will determine the timeline for reporting results to the public.

Costs Associated with the Strategic Planning Process

- The cost of facilitating Stages 1-5 of the Strategic Planning Process is \$6,000 plus expenses.
- The cost of facilitating Stages 1 and 2 only of the Strategic Planning Process is \$4,000 plus expenses.
- The costs of Stage 3 and 5 are \$1,000 each.
- Expenses are in addition and will not exceed \$250 and include materials, copying, transportation, etc.

Millburn School District 24 Strategic Planning

PLANNING THE PROCESS <i>(Planning Team)</i>	ENGAGING THE COMMUNITY <i>(Staff and Community)</i>	IMPLEMENTING THE VISION <i>(Action Committees)</i>	MONITORING THE PLAN <i>(Monitoring Committee)</i>
<p>Plan a survey of the school and community</p> <p>Decide upon the timelines</p> <p>Choose what data will be reviewed</p> <p>Select broad goals for planning (from the survey)</p> <p>Determine the capacity of the District</p> <p>Appoint a Key Liaison from District</p> <p>Determine the Action Committee Chairs</p>	<p>Review/rewrite the Mission and Beliefs</p> <p>Describe the future world of our students</p> <p>Review District data (Where are we now?)</p> <p>Describe the goals selected from the survey</p> <p>Determine the vision of each goal</p> <p>Determine a number of objectives that would achieve the goals.</p>	<p>Choose the objectives that are necessary to attain the vision of each goal</p> <p>Determine the people, resources, timelines that are needed to achieve the objectives</p> <p>Determine how the goals will be assessed and progress will be measured</p> <p>Determine the process for monitoring the progress of each objective</p>	<p>Board Action to accept the plan</p> <p>Oversee the interaction of goal areas</p> <p>Determine how progress will be communicated</p> <p>Set Board dates for reporting the progress on goal areas</p> <p>Determine when and by whom the plan will be annually evaluated and renewed</p>