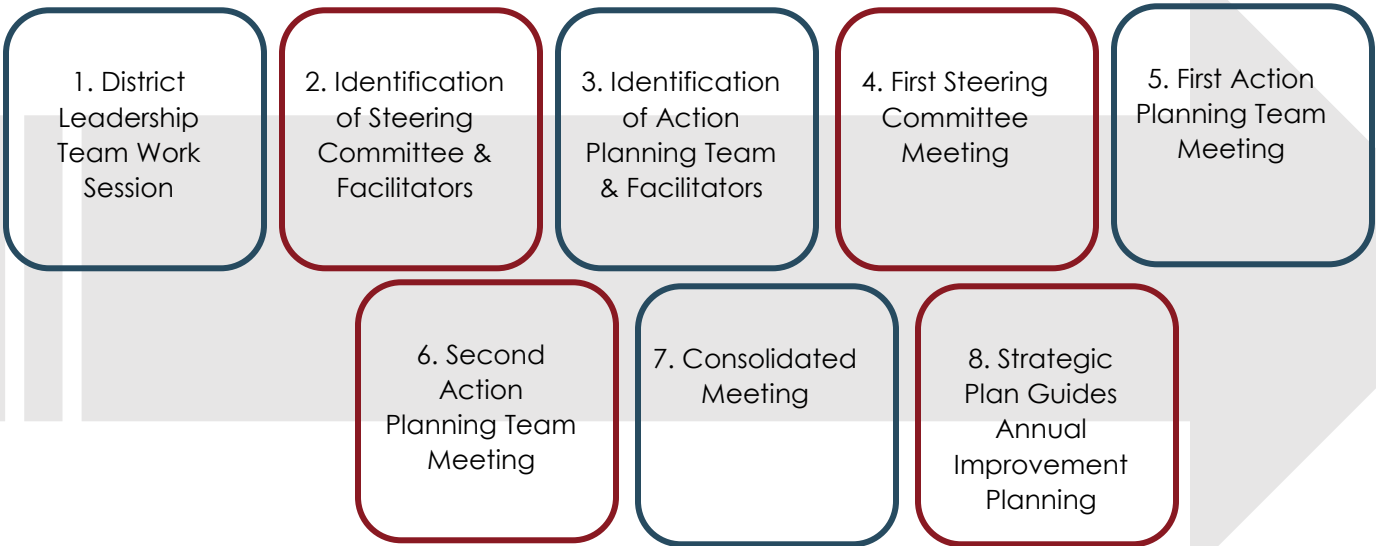




# STRATEGIC PLANNING ACTIVITY FLOWCHART



ACTIVITY	DETAILS
1. District Leadership Team Work Session	<ul style="list-style-type: none"> <li>Superintendent and district leadership team review data and conduct SWOT analysis to identify 4-6 areas of focus (strands) for the next 3-5 years</li> </ul>
2. Identification of Steering Committee & Facilitators	<ul style="list-style-type: none"> <li>The Steering Committee is comprised of 20-30 school/community stakeholders Choose 20-35 stakeholders from school and community (e.g., business leaders, church leaders, parents, administrators, Professional Service Provider/PSP (as applicable), teachers, high school students, etc.). We recommend at least one student representative for each strand/area of focus</li> <li>Each strand will have one facilitator that is nominated by the superintendent</li> <li>Email names and positions of all Steering Committee members and facilitators to ESC13 contact</li> <li>Region 13 will provide training to the facilitator (via online training)</li> </ul>
3. Identification of Action Planning Team & Facilitators	<ul style="list-style-type: none"> <li>Comprised of 20-30 carefully selected members to represent knowledge of each strand</li> <li>Each strand will have one facilitator (we recommend that the facilitator from the Steering Committee remain the facilitator for the Action Planning team)</li> <li>Region 13 will provide training to the facilitator (face-to-face or via webinar)</li> </ul>
4. First Steering Committee Meeting	<ul style="list-style-type: none"> <li>2 day session, preferably off-site</li> <li>Meeting facilitation and materials provided by Region 13 staff</li> <li>Meals provided by the school district</li> <li>Activities include: review of focus strands; review of vision, mission, core values; develop one goal per strand; SWOT analysis; draft objectives to support goals; and generate strategies for each objective</li> <li>Region 13 and the strand facilitators will create a document summarizing the work of the steering committee</li> </ul>
5. First Action Planning Team Meeting, and Action Planning Work Day	<ul style="list-style-type: none"> <li>2 day session, preferably off-site</li> <li>Meals provided by the school district</li> <li>Steering Committee work will be presented and incorporated into action plan</li> <li>Goals and objectives will be reviewed and additional strategies may be added</li> <li>Action Planning team will add strategies, develop action steps, set timelines, identify necessary resources, and designate responsibility</li> <li>If needed, each strand will schedule time to meet together in order to finish this work over the coming weeks</li> <li>Once finished, the facilitator will send the group's work to Region 13 to update the draft Strategic Planning document</li> </ul>
6. Second Action Planning Team Meeting	<ul style="list-style-type: none"> <li>1 day session, preferably off-site</li> <li>Meals provided by the school district</li> <li>Each strand facilitator will present their work to the Action Planning team via a PowerPoint (developed jointly by facilitator and Region 13)</li> <li>Feedback on each strand's work will be given by the Action Planning team</li> <li>Individual strand teams will review the feedback and add to the plan, if appropriate</li> <li>Strand facilitators will work with Region 13 to update the draft of the Strategic Planning document</li> </ul>
7. Consolidated Meeting (to include Steering Committee and Action Planning Teams)	<ul style="list-style-type: none"> <li>1 day session, preferably off-site</li> <li>Meals provided by the school district</li> <li>Draft Strategic Planning presentation will be presented to and reviewed by the Steering Committee for approval. Presentations are conducted by the Action Planning team</li> <li>Region 13 will create the final Strategic Planning document</li> </ul>
8. Strategic Plan Guides Annual Improvement Planning	<ul style="list-style-type: none"> <li>Region 13 is available to assist with aligning of the District/Campus Improvement Plans to the district's Strategic Plan</li> </ul>

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