St. Croix Prep's Strategic Plan

5 year tracking sheet

Qtr 1	
Date and Year of Report	**November 17, 2026 (Qtr 1, 2026–27 school year)**
Strategy (Example-1.1.A: Develop a K–12 Academic Excellence Framework)	**3.1.A: Conduct and Communicate a Total Compensation Benchmarking Review**
Action Plan (Example-Develop a written Academic Excellence Framework document)	**Conduct a comprehensive compensation benchmarking report.**
Leader Responsible	**Terri Smith, HR Director**

Overall Status

- ☑ **On Track** – Progress is occurring as planned
- ☐ **Some Concern** – Progress is occurring, but adjustments are needed
- ☐ **Off Track** – Significant barriers are affecting implementation
- ☐ **Completed** – Quarter or initiative expectations have been met

1. Executive Summary

In 3–5 sentences, summarize what occurred during this quarter. Identify the most important accomplishments, emerging concerns, and whether implementation is proceeding as planned.

Quarter Summary

A 9-member Action Planning Team met three times (09/21, 10/05, 11/16) and set norms, a consensus-based process, and a 12-step Benchmarking Roadmap. Contracts and benefits guides are collected for 10 of 17 comparison organizations, and a draft Compensation Benchmarking Matrix was reviewed 11/16. Remaining collection and consensus on the framework and comparator group carry into next quarter.

2. Describing Implementation

Briefly describe how the initiative is being implemented. Include relevant grade spans, departments, programs, staff groups, or phases of implementation. For this quarter, focus on what has actually begun or been completed rather than restating the original plan.

Implementation Update
The team spans all three divisions, HR, T&L, the Board/Finance Committee, and the Finance & Staff Development Advisory Committee, and the review covers all job families. This quarter addressed roadmap steps 1–2: defining the benchmarking framework and selecting comparison schools.

3. Monitoring Progress

Process Benchmarks

Report the quarter actions that were expected to occur. Indicate whether each benchmark was completed as planned.

Status Options: Not Started | In Progress | Met | Delayed | Revised

Process Benchmark	Person Responsible	Target Date	Status	Qtr Update / Evidence
Convene team; set norms and decision process	Terri Smith/Team	09/21/2026	Met	9 members; consensus-based.

Establish 12-step Benchmarking Roadmap	Terri Smith/Team	09/21/2026	Met	Deliverable defined for each step.
Provide AI tools and shared drive	Terri Smith	10/09/2026	Met	Per 10/05 notes.
Collect comparison schools' contracts and benefits guides	Team	10/14/2026	In Progress	10 of 17 collected. Outstanding: Eagle Ridge, Woodbury Leadership Academy, Breck, Hill-Murray, Minnehaha, Liberty Christian, Parnassus.
Step 1: Define benchmarking framework	Team	TBD	In Progress	Draft matrix reviewed 11/16.
Step 2: Select comparison schools	Team	TBD	In Progress	17 candidates identified.

Progress Summary	
What has gone well?	Broad representation, clear norms, and a sequenced roadmap. Members took ownership of gathering documents by school.
What has been challenging?	Comparing elementary, middle, and high school positions (e.g., instructional minutes). Open questions: grouping paraprofessionals/EAs, using Friends of Education schools as comparators, and treatment of overloads, lanes, and 403(b).
Describe any benchmarks that needed revising.	None revised. 10/19 meeting canceled (non-duty day); document collection extended past 10/14.

4. Measuring Impact

Early Evidence of Change

Report any early evidence showing that implementation is beginning to affect practice, behavior, attitudes, systems, or student outcomes. Quarter evidence may be preliminary.

Early Evidence of Change Benchmark	Measure / Evidence Used	Person Responsible	Target Date	Status / Qtr Result
Team shares a common definition of total compensation (beyond salary)	10/05 meeting notes	Team	TBD	Preliminary
Common structure for comparing schools is in use	Draft Compensation Benchmarking Matrix	Team	TBD	Preliminary

What are we learning?	
What does the Qtr evidence suggest about whether the initiative is having its intended impact?	Too early to measure impact; Qtr 1 was organizational. Early work shows comparisons must be normalized for workload and benefits, not salary alone.

Data not yet available	
Identify important outcome measures that will not be available until later in the year.	All market-position, gaps, and recommendations (roadmap steps 3–12).

5. Resources Supporting Implementation

Identify significant people, time, materials, technology, professional development, or funding used during the quarter. Note any anticipated resource changes.

Resource	Existing Resource / Expanded Use	Reallocation or Reassignment	New Resource / Cost	Qtr Update / Notes
Team member time (meetings and document gathering)	Existing			
AI tools for all members			No cost	Used to summarize school data into tables.
Shared drive; public sources (MDE STAR report, published contracts)	Existing		No cost	

Resource Concerns

- ☐ No additional resources anticipated at this time
- ☑ Additional resources may be needed
- ☐ Reallocation of existing resources is recommended
- ☐ Budget adjustment may be necessary

Explanation, if applicable:	Additional resources from the Finance Committee may be needed to analyze data.

6. Communication Plan

Identify significant communication completed during the quarter and upcoming communication related to this initiative.

Communication / Audience	Person Responsible	Date	Status	Qtr Update / Next Step
Team meetings	Terri Smith	09/21, 10/05, 11/16/2026	Met	Next: 12/07/2026
Board of Directors – Qtr 1 Strategic Plan progress report	Terri Smith	11/24/2026	In Progress	Present to BoD.
Leadership review of methodology and preliminary results	TBD	TBD	Not Started	Before recommendations are finalized.
Employee-facing report/presentation	TBD	TBD	Not Started	Final roadmap step.

7. Challenges, Risks, and Adjustments

Identify any barriers or emerging issues that could affect successful implementation. Explain what is being done in response.

Challenge / Risk	Impact on Initiative	Response / Adjustment
Outstanding documents, especially private schools	Delays dataset; may limit private-school comparison	Direct outreach/adjust comparison schools
Positions and schedules differ across divisions and schools	Comparisons may not be apples-to-apples	Workload normalization (roadmap steps 4–5).

If no significant concerns exist, state: **No significant barriers have been identified at this time.**

8. Priorities for next quarter

Identify the 3–5 most important actions or outcomes expected during the next reporting period.

Next Quarter Priority	Person Responsible	Target Date
1. Finalize benchmarking framework	Team	TBD
2. Finalize comparator group	Team	TBD
3. Collect remaining contracts and benefits guides	Team	TBD
4. Begin compensation dataset (step 3)	Team	TBD

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9. Board-Level Summary

Overall Quarter Assessment:

- ☑ On Track
- ☐ Some Concern
- ☐ Off Track
- ☐ Completed

One key accomplishment the Board should know	Cross-functional team and 12-step roadmap are in place; data collected for 10 of 17 comparison organizations.
One issue or decision the Board should be aware of	Choice of comparison schools and definition of total compensation will shape all findings; consensus is in progress.

Board action needed at this time:

- ☑ None
- ☐ Information/Discussion
- ☐ Policy Direction
- ☐ Budget/Resource Approval