5.1.C Progress Report for St. Croix Prep's Strategic Plan

5 year tracking sheet

Qtr 1	
Date and Year of Report	November 2026 (Qtr 1, 2026–27 school year)
Strategy (Example-1.1.A: Develop a K–12 Academic Excellence Framework)	5.1.C: Improve Crisis and Change Communication Practices
Action Plan (Example-Develop a written Academic Excellence Framework document)	Document a clear crisis communication guideline and review annually.
Leader Responsible	Jenn Fuchs

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
In Q1, the team audited prior communications, aligned on a K–12 approach, and drafted a guiding statement. Existing crisis protocols will anchor the work. Draft change, social media,

and Infinite Campus communication plans are underway. Progress is on track; social media response and approval roles remain unresolved.

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
Scope: K–12; families, students, and staff. Monthly team meetings follow the nine-month plan. **September: Assigned roles, audited communications, and identified priorities.** **October: Drafted a shared statement and proposed principles; reviewed existing protocols; selected Infinite Campus as a pilot.** **November: Began change, social media, and Infinite Campus plans; assigned crisis protocol review.**

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
Establish project scope, team roles, and audit past communications	5.1.C team	Sept 2026	Met	Reviewed past messages and identified strengths, gaps, and priorities.
Agree on core principles for schoolwide	5.1.C team	Oct 2026	In Progress	Draft statement and candidate principles; adoption pending.

change/crisis communication				
Clarify central vs. divisional communication and establish an initial safety/crisis communication sequence	5.1.C team	Oct 2026	In Progress	Existing protocol identified; roles and sequence not yet finalized.
Develop the communication framework for the Infinite Campus transition	5.1.C team	Oct–Nov 2026	In Progress	Draft plan underway: audiences, messages, timing, channels, FAQs, and owners.
Draft a change communication procedure	5.1.C team	Nov 2026	In Progress	Draft started; November agenda item.
Draft a social media procedure	5.1.C team	Nov 2026	In Progress	Draft started; response triggers, escalation, and approvals under review.
Review existing crisis communication plan (standard response protocol)	5.1.C team	Nov 2026	In Progress	Assigned for November review.

Progress Summary	
What has gone well?	Audit clarified priorities; team aligned on a K–12 approach. A draft statement, existing protocol, and Infinite Campus pilot provide a foundation.
What has been challenging?	Social media response triggers remain unresolved.
Describe any benchmarks that needed revising.	No formal benchmark revisions. Work now builds on the existing crisis protocol, adds change and social media procedures, and pilots the approach through

	Infinite Campus.

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 agrees on shared K–12 change/crisis communication principles	Adopted principles statement	5.1.C team	Dec 2026	In Progress – draft statement and principles
Infinite Campus transition communicated to families, students, and staff using the new framework	Completed communication plan; messages sent per plan	5.1.C team	[Per IC timeline]	In Progress – draft plan
Improved communication response times	Response-time comparison to prior incidents	5.1.C team	May 2027	Not yet measured
Improved stakeholder satisfaction with school communication	Family/student/staff survey and polling results	5.1.C team	May 2027	Not yet measured

What are we learning?	
What does the Qtr evidence suggest about whether the	Evidence is limited to planning and drafts; stakeholder impact is not yet measurable. The Infinite Campus transition will test clarity and coordination.

initiative is having its intended impact?	

Data not yet available	
Identify important outcome measures that will not be available until later in the year.	Stakeholder feedback (January), tabletop results (February), and response-time measures and year-end review (May).

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
5.1.C work team meeting time	Monthly team meetings (existing staff time)	None identified	None	Meetings held September–November
Existing crisis communication protocol (standard response protocol)	Foundation for new guideline	None	None	Under review in November
Parent Weekly archive / school website	Used for communication audit	None	None	Reviewed in October–November
Communication channels (email, text, website, social media)	Existing channels; text/email options	None identified	None identified	Map channels to approval

	under consideration			roles in March

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:	No new resource needs were identified.

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
Board of Directors – Qtr 1 Strategic Plan progress report	Executive Director	Nov 2026	In Progress	This report
Families, students, and staff – Infinite Campus transition communication	5.1.C team	[Per IC timeline]	In Progress	Finalize plan and implement.
Board presentation/update on final guideline	5.1.C team	Apr 2027	Not Started	Schedule in Month 8.

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
Unclear social media response triggers	Potential inconsistent or delayed messaging	Draft procedure will define response triggers, escalation, approvals, and consistency.
Family engagement with communications	Families may miss key information.	Explore shorter, visual messages and text/email options.
Overlap among existing and new protocols	Potential duplication or conflict	Review existing protocol and determine whether revisions or templates are needed.

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 change and social media procedures; review crisis protocol	5.1.C team	Dec 2026
2. Create safety, operations, and change message templates	5.1.C team	Dec 2026
3. Complete and implement Infinite Campus communication plan	5.1.C team	June 2027
4. Review draft guideline and collect stakeholder feedback	5.1.C team	Jan 2027
5. Run tabletop simulation and refine workflows	5.1.C team	Feb 2027

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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	Audited communications, drafted a shared K–12 statement, and began change and social media procedures, with Infinite Campus as the pilot.
One issue or decision the Board should be aware of	The existing crisis protocol will be strengthened. Social media response triggers and crisis message approval authority remain open.

Board action needed at this time:

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