St. Croix Prep's Strategic Plan

5 year tracking sheet

Qtr 1	
Date and Year of Report	**Nov. 17, 2026**
Strategy (Example-1.1.A: Develop a K–12 Academic Excellence Framework)	3.2.A: Organizational Effectiveness and Shared Ownership
Action Plan (Example-Develop a written Academic Excellence Framework document)	
Leader Responsible	**Keven Seim**

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

Two strategic planning meetings were held this quarter, on 10/14 and 11/11. The 10/14 meeting set the goal of enhancing organizational effectiveness by clarifying roles, aligning external compliance with internal systems, strengthening collaboration and leadership practices, and establishing processes that ensure faculty and staff expertise informs how work is structured and accomplished. The 11/11 session focused on role clarity and organizational structure, communication and reporting, leadership and decision-making (distributive leadership), and communication rhythms. First follow-up actions were assigned: Danielle will get job descriptions from Terri Smith, Maria will write up a Google Form with questions and an email intro, and Keven will send it out. The next meeting is in January. The 10/14 notes state that potential improvements and next steps are suggestions for follow-up, not final decisions.

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
Work to date has been discussion and planning. The 10/14 meeting identified four key discussion areas: reviewing the organizational chart (structure, reporting relationships, role clarity); documenting job descriptions (core responsibilities, expectations, areas of shared ownership); mini-interviews to gather faculty and staff perspectives on how work is currently carried out; and identifying problems (pain points, duplication, gaps, bottlenecks, workflow improvements). The 11/11 session outlined work on gathering and reviewing relevant job descriptions, reviewing the organizational chart and reporting structure, clarifying communication and coordination across divisions and sections, clarifying what is reported to whom and through which channels, and how decisions are shared and communicated. Two communication rhythms were raised for consideration: a daily update (share relevant information with substitutes) and a week at a glance (a concise look-ahead of upcoming priorities, events, and information). What has actually begun: assignment of the job description collection and the Google Form (11/11).

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
Get job descriptions from Terri Smith	Danielle			Assigned at the 11/11 meeting.
Write up a Google Form with questions and an email intro; send out	Maria (write up); Keven (send)			Assigned at the 11/11 meeting.
Hold next strategic planning meeting		January		Stated in the 11/11 notes: “Next meeting in January.”

Progress Summary	
What has gone well?	Two meetings were held (10/14 and 11/11). The group defined a meeting goal, identified key discussion areas and potential areas for improvement, listed questions for further exploration, and assigned first follow-up actions with named owners.
What has been challenging?	No Challenges to this point.
Describe any benchmarks that	

needed revising.	

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
No evidence at this point.				

What are we learning?	
What does the Qtr evidence suggest about whether the initiative is having its intended impact?	At this point we don't have enough data to see whether or not there will be intended impact.

Data not yet available

Identify important outcome measures that will not be available until later in the year.	Faculty and staff input: the Google Form has been assigned but, per the 11/11 notes, not yet sent. Attrition rates at each organizational level and the financial and operational costs of turnover (recruiting, onboarding, and training new teachers): listed in the 10/14 notes as questions for further exploration.

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

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:	

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

Google Form with questions and email intro (audience not stated in notes)	Maria (write up); Keven (send)			Maria to write up; Keven to send out.

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
Mini-interview return.	Not enough knowledge	

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. Get and review relevant job descriptions	Danielle	
2. Write up and send the Google Form with questions and email intro	Maria (write up); Keven (send)	

3. Hold next strategic planning meeting		January
4. Review the organizational chart and reporting structure (proposed in notes; not a final decision)		
5. Gather attrition and turnover-cost data by organizational level (proposed in 10/14 notes; not a final decision)		

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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	Two strategic planning sessions (10/14 and 11/11) defined the focus areas for this strategy and assigned first follow-up actions: collecting job descriptions and preparing a Google Form.
One issue or decision the Board should be aware of	None

Board action needed at this time:

None
Information/Discussion
Policy Direction
Budget/Resource Approval