

Harvey Public Schools District 152 Strategic Planning Proposal



INTRODUCTION

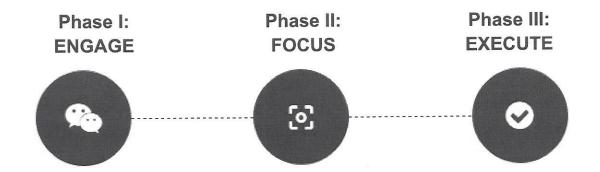
Hazard, Young, Attea and Associates (HYA), Proposes to facilitate a Strategic Planning Process for Harvey Public Schools District 152 (hereinafter referred to as the "District"). The HYA Strategic Planning Model includes three concrete phases resulting in a codified plan to improve student achievement and district performance. The purpose of this document is to begin the dialogue with Harvey Public Schools District 152 to design a process that will codify the District's priorities for the next 3 to 5 years. HYA understands that modifications to this proposal will be necessary to arrive at the optimal set of services to meet the needs of the District.

Information on our firm and the HYA Strategic Planning Model are detailed under the enclosed document, *HYA Strategic Planning Process for Schools*. This technical proposal serves to clearly outline the specific services, deliverables, and costs proposed for the District. Also, a description of the ECRA Strategic Dashboard, which is now included as a key component of the Strategic Planning Process, is included.

THE PROCESS

Improving student outcomes starts with a clear and compelling vision for student success. The proposed process in this document is aimed at creating a student-centered vision that inspires and engages stakeholders, aligns resources, and provides a framework for leadership and governance.

A disciplined strategic planning process allows school systems to engage stakeholders, build a consensus around what matters, and channel resources accordingly in order to ensure a maximum return on investments. The proposed process includes three concrete phases resulting in a clear and concise plan to improve student outcomes and district performance.



Engage stakeholders in productive dialogue related to a vision for student success as well as short- and long-term priorities for the future.

Create a focused and actionable plan aligned to the priorities of the community.

Execute the plan via specific actions, timelines, resource allocations, and metrics.

SCOPE OF SERVICES

Full descriptions of each phase in our strategic planning process are available in our *HYA Strategic Planning Process for Schools* brochure. HYA shall provide the following services and deliverables.



Phase I: ENGAGE

The engage phase will focus on engaging stakeholders and collecting the necessary information to document the current state of the district relative to its desired future state. A kick-off/process planning meeting will be critical in developing the specific schedule and designing the specific process for the District.

Phase I Services

- Conduct a Planning Meeting with the Board, Superintendent and/or Steering Committee responsible for oversight of the process. Provide a summary of said meeting which details the timeline and steps of the strategic planning process and decisions made by the board.
- Review current mission, vision, guiding principles, District report card, prior strategic plan and District Improvement Plan.
- Conduct superintendent and individual Board interviews by phone or inperson.
- Conduct onsite focus groups to engage stakeholder populations (district administrators, school administrators, faculty, staff, parents, community and students); up to three (3) days onsite for focus groups.
- Conduct phone interviews with key community leaders identified during the planning meeting.
- Survey community constituents electronically and provide a report of findings. The survey is given in English and Spanish. Additional world languages are available upon request.
- Present Community Engagement for Strategic Planning Report to the Board.
 and Superintendent.

Phase I Deliverable

Community Engagement for Strategic Planning Report



Phase II: FOCUS

The focus phase will leverage the information collected from the engage phase and will shape a clear vision and direction for the school district. The focus phase will predominately include the board or steering committee, Superintendent and members of the superintendent's cabinet.

Phase II Services

- Facilitate Board or steering committee sessions to review Community
 Engagement for Strategic Planning Report
- Facilitate Board or steering committee sessions, up to three, to develop strategic plan components: Mission, Vision, Guiding Principles, Goals and Objectives

Phase II Deliverable

 Strategic Plan Document to serve as a broad framework to guide direction for the District. The strategic plan will contain: Mission, Vision, Guiding Principles, Goals and Objectives



Phase III: EXECUTE

The execute phase predominately includes district administrators.

Phase III Services

- Facilitate one planning meeting with the administration to guide implementation and provide professional development for linking School and Department Improvement Plans to the Board Goals and Objectives.
- Develop the district's portrait of a graduate aligned to the strategic plan and operationalize vision at the individual student level
- Provide templates to develop action plans, metrics, timelines, roles and responsibilities.
- Assist in preparing the ECRA Group Strategic Dashboard.

Phase III Deliverables

- Portrait of a Graduate infographic that clearly connects strategic goals to desired outcomes for every student.
- Recommended *template* for action plan to include timelines, metrics, roles and responsibilities, and resources required.
- Recommended ECRA Group Strategic Dashboard template.

Phase III Optional Services

The following optional services will be presented in greater detail during the EXECUTE Phase and if selected, codified under a separate contract.

- On-going professional development for administrators on the development of actions plans, metrics, timelines and data monitoring
- Provide the technological infrastructure, analytics and delivery system for boards to monitor adherence and progress towards the realization of their strategic plan.

FEES FOR SERVICE

In consideration for Services, the District will pay to Hazard, Young, Attea and Associates:

- A. Consulting Fee for facilitation of the strategic planning process in the amount of \$16,500. This fee is due in three installments
 - i. 50% will be invoiced upon execution of the contract/agreement
 - ii. 25% will be invoiced upon presentation of the Community Engagement for Strategic Planning Report
 - iii. 25% will be invoiced upon completion of the strategic plan
- B. Additional on-site visits beyond what is specified in each phase will be billed at \$2,500 (e.g., additional focus groups and additional working days with the Board).
- C. The Strategic Planning Survey can be translated into world languages at a cost of \$315 per language.

The fees for services are estimates based on the process proposed in this document.

Consulting Fees

PHASE I: Engage\$8	3,500
PHASE II: Focus\$6	3,000
PHASE III: Execute \$2	2,000

Total \$16,500

PHASE III: Fees for Execute Optional Services would be determined based on the District's needs.

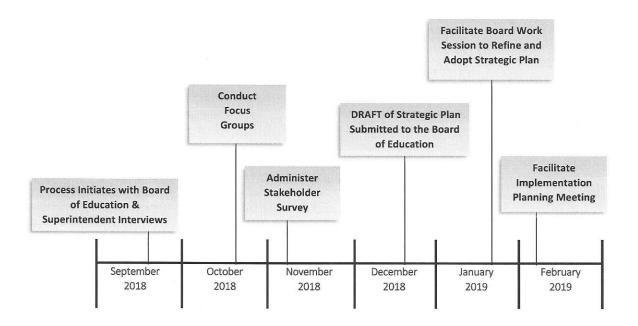
Reimbursable Expenses

- A. Printing and Postage; HYA is a green corporation whereby all documents related to the search will be provided via a Board portal. If the Board wishes to have hard copies, the District will be billed for expenses to cover the costs associated with printing, binding and shipping all materials.
- B. Travel: Expenses related to travel will be borne by the District. HYA directs its associates to utilize the United States General Service Administration (GSA) guidelines (http://www.gsa.gov) for business travel in their given area. Mileage reimbursement is based on current IRS guidelines.

REFERENCES

HYA's reputation for effectiveness and integrity is extremely important. HYA will provide references upon request.

Proposed Project Timeline



^{*}This is an example timeline only; the timeline is flexible, given District requirements.

HYA looks forward to the possibility of working with the Board and administration in the facilitation of the strategic planning process. Please contact HYA at 847-724-8465 or at <a href="https://hya.org/hya

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