

Harvey Public Schools District 152 Strategic Planning Proposal



INTRODUCTION

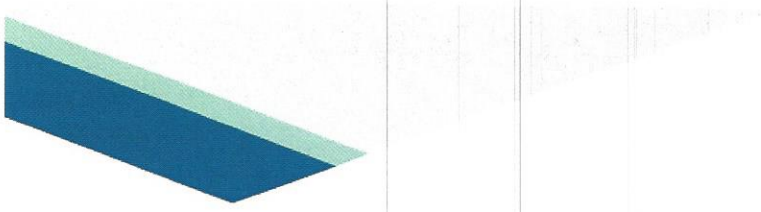
Hazard, Young, Attea and Associates (HYA), Proposes to facilitate a Strategic Planning Process for Harvey Public Schools District 152 (hereinafter referred to as the "District"). The HYA Strategic Planning Model includes three concrete phases resulting in a codified plan to improve student achievement and district performance. The purpose of this document is to articulate a process that will codify the District's priorities for the next three to five years. HYA understands that modifications to this proposal may 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 included is a description of the ECRA Strategic Dashboard, which is a key component of the Strategic Planning Evaluation and Reporting Component of the process. Dr. Kay Giles will be the lead HYA Facilitator for the Strategic Planning Process. A short resume of hers is attached.

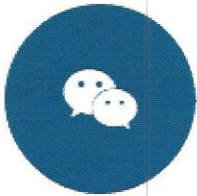
THE PROCESS

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.

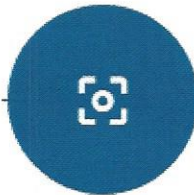


Phase I: ENGAGE



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

Phase II: FOCUS



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

Phase III: EXECUTE



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 in-person.
- 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 \$18,500. 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	\$9,500
PHASE II: Focus	\$6,500
PHASE III: Execute	\$2,500

Total \$18,500

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. Districts listed below engaged with HYA for their strategic planning processes.

Laurens County School District 45

Edward Murray Director of Administrative Services, District Athletics, and Public Relations

301 Hillcrest Drive, Laurens SC 29360

Office: 864-984-8102 Cell: 864-766-9190 ermurray@laurens55.org

U-46 School District

Tony Sanders, CEO

355 East Chicago Street, Elgin IL 60120

Cell: 847-489-0226 tonysanders@u-46.org

Downers Grove 58

Dr. Kari Cremascoli, Superintendent

1860 63rd Street, Downers Grove IL 60516

Office: 630-719-5803 kcremascoli@dg58.org

Somonauk School District

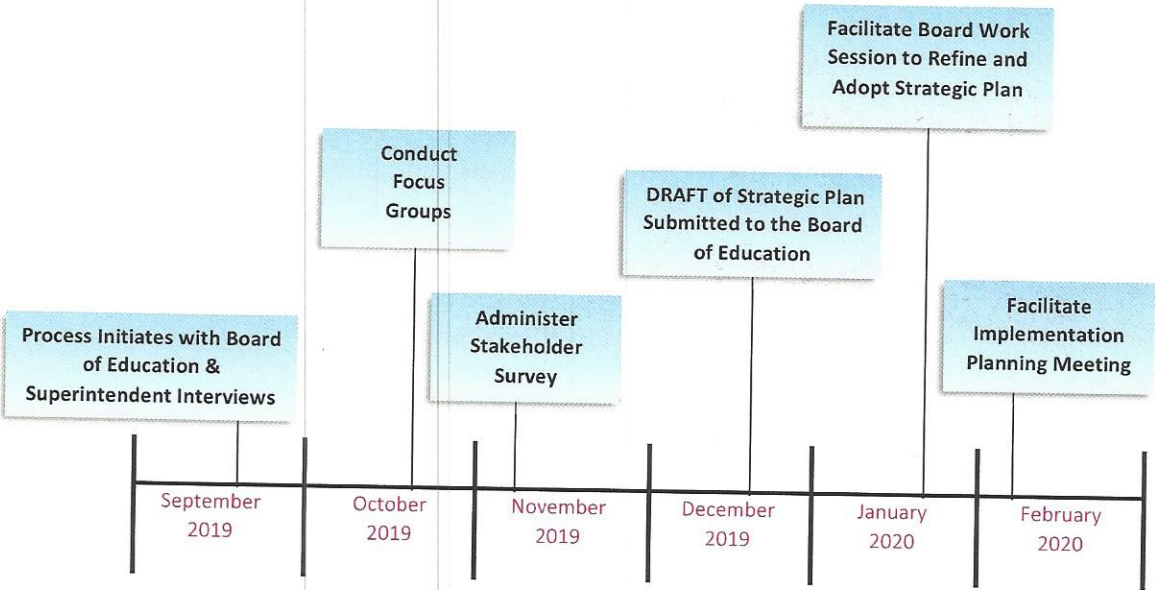
Jay Streicher, Superintendent

501 W. Market Street Somonauk, IL 60552

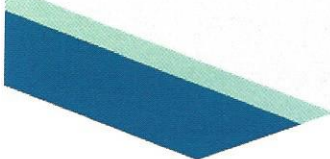
815-498-2314 streicherj@somonauk.net



Proposed Project Timeline



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



Your students and your staff, your parents and your community deserve the unique expertise and energy, experience and enthusiasm, compassion and commitment, and heart, mind, and soul HYA brings to them through successful completion of this exciting project. Our team cannot wait to get started!

HYA looks forward to working with the Board and administration in the facilitation of the strategic planning process. Please contact HYA's President, Glenn "Max" McGee at (224) 234-6129 or at maxmcgee@hyasearch.com with questions, requests for additional information, or to schedule an interview.

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