



Strategic Planning Worksheet

CLASSROOM TO BOARDROOM SESSION OUTLINE AND TIMING

Session / Topic	Purpose / Outcome	Who	Date/Location	Notes
A. Design	Shared design development session	Leadership Team Julie, Ray from TW	February 21, 12:00 Zoom	
B. Education Leadership System (ELS): Orientation Session 1	<p>Three-hour session</p> <ul style="list-style-type: none"> Roles and responsibilities of school boards, Directors, administrators, staff, parents, and public in delivering on the Desired Daily Experience for students, families, and staff. The partnership relationship needed between those who govern (school board) and those who manage (administration) in order to be effective, efficient, and meeting goals and expectations. Assessment of the Board's current reality. Governing and managing in the "public square" with its social media, dissonance, and division while needing to move forward in partnership and accountability. <p><i>Prior to session: Survey of school board and leadership team for assessment of current reality.</i></p>	School Board and District Leaders (Annette, Holly) <i>Dennis Cheesebrow, TW - Facilitating</i>	Tentatively - one of 2 May dates: May 8th board meeting - they meet for 30-60 min for board meeting first, then we join for 2-2.5 hrs OR May 31 (afternoon/eve TBD) In person	3 hour session <i>Agreed to include this meeting in the process</i>
C. Storywall and Lifecycle Session	<p>Three-hour session</p> <ul style="list-style-type: none"> Introduction to Classroom to Boardroom Process and Storywall Development. Identify and honor the District's history. Identify the events and trends that have shaped the District's development dating back to the longest-serving staff member in the room. 	Strategic Planning Team + Other community and staff members Teamworks consultant: Julie	Morning of June 1 (in person)	3 hours Can schedule back-to-back with (D)



Strategic Planning Worksheet

Session / Topic	Purpose / Outcome	Who	Date/Location	Notes
D. Environmental Scan	<p>Three-hour session</p> <ul style="list-style-type: none"> Environmental Scan and Insights for Desired Daily Experience: Provides a baseline for the current reality of the school district as to what is well established, what is ebbing, what is emerging and what is on the edge of consideration and development. This process applies a Whole System View in the analysis. 	<p>Strategic Planning Team + Other community and staff members</p> <p>Teamworks consultant: Julie</p>	<p>Afternoon of June 1 (in person)</p>	<p>3 hours Can schedule back-to-back with (C)</p>
E. Engagement about Desired Daily Experience (DDE)	<p>School and Community-based Stakeholder Engagement Affinity-based facilitated stakeholder sessions ensuring representation of demographics of district:</p> <ul style="list-style-type: none"> <i>Desired experiences of students (up to 2 sessions)</i> <i>Desired experiences of parents/families (up to 2 sessions)</i> <i>Desired experiences of staff (up to 2 sessions)</i> 	<p>Affinity-based stakeholder sessions</p> <p>Teamworks consultant: Julie</p>	<p>Possibly May 31 (seat-based staff)?</p> <p>Online staff - 10/2 during PD day.</p> <p>Students seat based - in school/in person</p> <p>Annette/Holly will confirm what works for parents in Sept. Both parent groups will be virtual.</p>	<p>Can happen before/after B/C/D</p>
F. Desired Daily Experience (DDE) - Draft	<p>Three-hour session</p> <ul style="list-style-type: none"> Develop a draft of the desired daily experience for students, staff and families that serves as a clear vision for the strategic plan. 	<p>Strategic Planning Team</p> <p>Teamworks consultant: Julie</p>	<p>Virtual October TBD - H/A will go determine best day(s)/time(s) with the SP team.</p>	<p>Pref at least one week after E</p>



Strategic Planning Worksheet

Session / Topic	Purpose / Outcome	Who	Date/Location	Notes
G. Engagement about Desired Daily Experience (DDE)	Feedback survey of students (grades TBD), families, and staff ensuring representation of demographics of district.	Completed by Crosslake Staff; TW will provide questions for survey	SURVEY, RUN 10 DAYS	Allow 10 days for responses
H. Classroom Theory of Action and DDE (may be combined with VisionCard)	Three-hour session <ul style="list-style-type: none"> DDE Input/Draft/Refine based on survey results DRAFT of a District Classroom Theory of Action 	Strategic Planning Team Teamworks consultant: Julie	PD days? Once a month...online first Monday of the month...seat-based is different. Better to coordinate with Annette's PD days.	At least 5 days after close of survey
I. District VisionCard (may be combined with Theory of Action)	Three-hour session on <ul style="list-style-type: none"> District VisionCard - Develop a one-page document detailing the key measures and metrics for successful implementation of the DDE and what attainment of Vision looks like in numbers. 	Strategic Planning Team Teamworks consultant: Julie		
J. District 3-Year Operational Plan	Three-hour session on <ul style="list-style-type: none"> District 3 Year Operational Plan of the key district initiatives and school / department projects needed for continuous improvement organized into specific Strategic Directions through 2023 – 2026 school year. Reflection and refinement of Theory of Action and DDE Key messages and preparation for community feedback 	Strategic Planning Team Teamworks consultant: Julie		



Strategic Planning Worksheet

Session / Topic	Purpose / Outcome	Who	Date/Location	Notes
K. Strategic Roadmap Session - Draft	Three-hour session <ul style="list-style-type: none"> Refine the District Mission, Core Values, and Vision, with the Strategic Directions of the Operational Plan organized on one page 	School Board + Leadership Team Teamworks consultant: Julie		
L. Strategic Roadmap Final	One to three-hour session Refine Strategic Roadmap based upon community & staff feedback prior to board action	School Board + Leadership Team Teamworks consultant: Julie		
M. School Board 3 Year Work Plan	Three-hour session Develop the details of the key work of the Board of education in parallel to the District 3 Year Operational Plan, such as 1) District policy development, 2) Operational Oversight and Long-Range Planning, 3) Board Self-Governance and Development, 4) Director Relations and Development, and 5) Public Engagement.	School Board + Leadership Team Teamworks consultant: Julie		
N. School Board Structures, Practices & Governance Session	Three-hour session Assessment and refinement of Board structures of meetings, workflow, and committees to best implement its 3 Year Work Plan and operate as a governing board	School Board + Leadership Team Teamworks consultant: Julie		