



July 26, 2016

Dr. Marc Puig
Superintendent
Beeville ISD

Dear Dr. Puig,

Thank you for your inquiry regarding strategic planning. Education Service Center, Region 2 is happy to provide you with a proposal.

The proposed agendas for the strategic planning committee meetings are as follows:

Day One (Saturday's work best)

9:00-9:40	Welcome and introduce the process
9:40-10:10	Introduction of committee members, Committee members
10:10-11:10	State of the District—Beeville ISD, Dr. Marc Puig
11:10-11:30	Break
11:30-12:30	Develop Mission Statement, All
12:30-1:10	Lunch, Provided by Beeville ISD
1:10-2:10	Develop Vision Statement, All
2:10-3:10	Develop Core Values, All
3:10-3:20	Break
3:20-4:30	SWOT Analysis, All
4:30-5:00	Closure

Day Two (Saturday's work best)

9:00-9:20	Overview of Day One
9:20-10:20	Develop Priorities, All
10:20-11:30	Develop Goals, All
11:30-12:10	Lunch, Provided by Beeville ISD
12:10-1:30	Develop Objectives, All
1:30-2:30	Next Steps
2:30-3:00	Closure
3:00-4:00	Please reserve this time in the event that the process takes longer to complete



Day Three—six to eight weeks after session two (Saturday's work best)

9:00-9:30	Overview of process
9:30-10:30	Review the work from Priority 1—strategies and tasks
10:30-11:30	Review the work from Priority 2—strategies and tasks
11:30-12:00	Lunch
12:00-1:00	Review the work from Priority 3—strategies and tasks
1:00-2:00	Review the work from Priority 4—strategies and tasks
2:00-3:00	Review and Closure

Please note that the schedule is subject to change.

Two weeks prior the first meeting the committee members should be invited to tour the facilities of Beeville ISD. The purpose of this tour is to provide the committee members with a perspective of the district.

The following are my recommendations for the size and composition of the strategic planning group:

Board members (no more than 3)

Superintendent

Central Office Administration

Principals

Vice-Principals

Teachers from every campus (consider 2-3 from each campus from different content areas/grade levels)

Support staff (consider staff from the various areas, ie: secretarial, custodial, food services, transportation, and maintenance). This could be problematic because of overtime issues, so if you feel that it is problematic, you can decide not to invite them.

High school students (consider one or two from each grade level)

Parents (consider 5-6 parents with children from the different levels, ie: elementary, middle, and high school)

Community members (consider faith organizations, parents who do not have children in the school system)

Business members (consider some of your business partners)

Depending on the size of your community, please adjust the number of people per category. You want to have between 30-35 people on the committee.



Facilitation (3 Saturdays, two trainers)	\$5,970
Graphic Designer (2 days)	\$1,990
Print Cost (no more than 12 pages, including cover)	\$2.00 per book
	100 copies = \$200
	200 copies = \$400
Total	\$8,160 to include 100 books

We are looking forward to working with you, your staff, students, and the community as you chart the course for the next five years.

Please let me know if you need additional information.

Respectfully,

Rick Alvarado, PhD
Executive Director
Education Service Center, Region 2