



Mid-Valley Special Education Cooperative

Dr. Marianne Fidishin, Executive Director
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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: January 9, 2018

RE: Strategic Planning Process

The Executive Director recommends approval to hire an outside facilitator to conduct the strategic planning process for Mid-Valley Special Education Cooperative.

Strategic planning is designed to produce fundamental decisions and actions that shape and guide what an organization is, who it serves, what it does, and why it does it, with a focus on the future. Effective strategic planning articulates not only where an organization is going and the actions needed to make progress, but also how it will know if it is successful. A strategic plan is a document used to communicate with the organization the organizations goals, the actions needed to achieve those goals and all of the other critical elements developed during the planning exercise. It is essentially a road map for the organization's success. For a special education cooperative, as compared to a stand-alone public school district, the strategic plan addresses the comprehensive special education programs and related services to children with disabilities who are residents of our member districts

While there are many frameworks for developing a strategic plan, frequently an outside facilitator is utilized. For the most part, facilitating and participating in the strategic planning process at the same time are extremely challenging, especially if you are the organization's leader; people still react to you as their superior.

An outsider brings a fresh perspective that those inside the company may not have because they are too invested in the outcome. Employees involved in the planning process can be more open with an outsider without fear of stepping on anyone's toes or alienating management. They keep the discussion on track and encourage all team members to act as equals. An outside facilitator levels the playing field between the organization leader and team members. In an atmosphere of informality, team members can address any issue within the organization without fear of unjust reprisal. The organization leader should be involved when appropriate for his/her leadership, knowledge, and guidance.

Tom Barrett, a strategic planning facilitator and the co-founder of Navigate The Journey, LLC a strategic planning and leadership development company, identified eight (8) advantages of a strategic planning facilitator:

1. Everyone participates, no one dominates
2. The team owns the plan it creates
3. The approach is tailored for cooperatives
4. Identify the unique issues the team must act on
5. Learn from objectivity and outsider's perspective
6. Able to find the last 10% of the truth
7. The leader's vision is shared with and owned by the team
8. Strategy execution is built into strategy creation

Donald S. Kachur, EdD was recommended to Mid-Valley Special Education Cooperative as a strategic planning facilitator due to his vast experiences facilitating for both stand-alone school districts and special education cooperatives as well as other non- and for-profit entities. A Professor Emeritus of Education from the Department of Curriculum and Instruction in the College of Education at Illinois State University, Normal, Illinois (see attached information), Dr. Kachur currently functions as a full-time facilitator. Attached are two documents Dr. Kachur created to exemplify what the process would entail for Mid-Valley including sample invitation and acknowledgement letters for stakeholders, and a timeline for anticipated completed prepared document that would be recommended for Board review and approval.

Dr. Kachur's fee as an outside facilitator is \$4500 plus travel costs to be funded by the FY 18 IDEA Flow-Through (presently \$162,406).



MID-VALLEY SPECIAL
EDUCATION COOPERATIVE

Simplified Strategic Planning Overview



Presenter:

Donald S. Kachur, Ed.D.
Professor Emeritus of Education
Illinois State University
309-662-4560
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December 01, 2017

Donald S. Kachur



Donald S. Kachur is Professor Emeritus of Education from the Department of Curriculum and Instruction in the College of Education at Illinois State University (ISU), Normal, IL. While there, he served as the Director of Research, Grants, & Field Services in the College of Education from 1983-1999. He also served full-time as the Executive Director of the Illinois Association for Supervision and Curriculum Development (Illinois ASCD) from 2001-2008. He brings to the consulting field a strong background in both the education and business fields in the areas of leadership, strategic planning, team building, group facilitation, communications, meeting design planning, grant writing, and professional development. He was the lead author of a 2010 book through the publisher Routledge/Eye on Education, titled, "*Classroom Walkthroughs to Improve Teaching and Learning*" and an ASCD book (2013) titled "*Engaging Teachers in Classroom Walkthroughs*."

Don has been a workshop trainer for the Illinois Administrators Academy (a middle management training series of professional development opportunities offered statewide in Illinois for public school administrators) since 1985, as well as a workshop presenter for the *Illinois Principals Association (IPA)* and the *Illinois Association of School Administrators (IASA)*. From 1996 through 2003, Don served as an executive consultant at State Farm Corporate. He worked particularly with Corporate HR in the planning and delivery of the Advanced Management Seminars (AMS). Don also served as a certified trainer with Motorola, Inc. for their formerly offered Leadership Development Institutes (LDI) for school superintendents and Executive Leadership Institutes (ELI) for school principals. These were training programs in management that focused on Visionary Leadership, Collaborative Team Building, Strategic Thinking, and Championing Change.

Don presently serves as a facilitator of long-range and strategic planning having done facilitation work over the past twenty years with such groups as the A.E.R.O. Special Education Cooperative, Community Hospital of Ottawa, Department of Human Services at State Farm Corporate), Economic Development Council of McLean County, Illinois State University Alumni Association and College of Education, Joliet Junior College Board of Directors, Lake County High Schools Technology Campus, McLean County Health Department, Tazewell County Resource Centers, Inc. (TCRC), and Will County Area Career Center as well as a vast number of school district boards and school-community strategic planning groups.

He is an active member of ASCD, in which he served a three-year appointment on the ASCD 21-member board of directors (2007-2010), Learning Forward (formerly National Staff Development Council), and Phi Delta Kappa (PDK). He holds his bachelors, masters, and doctoral degrees in Education from Indiana University, Bloomington, Indiana.

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**Mid-Valley Special Education Cooperative
Strategic Plan Decision Points
Donald Kachur, Strategic Planning Facilitator**

Strategic Planning Team Selection

- **How many people should be invited to serve on the Mid-Valley Special Education Cooperative strategic planning team?**

Most school organizations with which I worked try to have a minimum of 30-32 people on the strategic planning team. To me an ideal maximum would be 40-45 people but I have had situations with 70 or more in attendance.

- **What percentage of school people versus community people should represent the total body of the strategic planning team?**

Most school organizations with which I worked try at least 50/50 balance of both groupings.

- **What representation should be on the strategic planning team?**

Recommend that you review pages 7-8 that spell out various representations from the school special education cooperative and larger community. Some special education cooperatives have included city officials, and administrators or others from the serviced or feeder school districts.

- **How should people be contacted to serve on the strategic planning team?**

Recommend that they be contacted either by phone or in-person, not initially invited by e-mail or letter. In some cases, it is just the director and/or board president making the contacts. In other cases, other administrators are given responsibility to make contact. You can consider following the contact with a formal invitational letter with a sample found on page 9 and follow acceptance with an acknowledgment letter as found on page 10.

- **Should there be an option for people to volunteer serving on the Strategic Planning Team?**

Recommend that a few seats (3-5) be open for inserting volunteers as you don't want to be accused of having an entirely closed group. However, the vast majority of participants should be invited.

- **What should characterize the people invited/selected to serve on the Strategic Planning Team?**

Obviously, the desire is to have people who are supportive and committed to excellent public education and supportive of the special education cooperative. However, there is value to having

some constructive critics of the special education cooperative serving on the Strategic Planning Team.

- **How should a list of potential people to serve on the Strategic Planning Team from the school community be identified?**

School organizations identify people in various ways: recommendations from board members; recommendations from administrators of the schools; recommendations from the special education cooperative's central office. Recommend creating an EXCEL file listing names and pertinent information.

Logistical Planning

- **How long will the strategic planning process take?**

If the special education cooperative prefers to keep the strategic planning team intact doing all of the work in four sessions, it is recommended that the process be completed within 3-5 weeks.

- **When should the strategic planning process begin?**

Recommend that the process occur when there are no major interfering breaks like Christmas holidays, Spring breaks, or month of May when school is winding down.

- **What days/dates will the strategic planning team meet?**

Recommend that the meetings be held on the same day of the week, e.g., only Mondays, or Tuesdays, etc. Most school organizations try to avoid Fridays and weekend days.

- **What time should the strategic planning team meet?**

Recommend starting no earlier than 6:00 p.m. Most school organizations begin the meetings at 7 p.m.

- **Where will the strategic planning team meet?**

Recommend the meeting space be an open area with tables, good lighting and acoustics.

- **Will refreshments/snacks be provided on the evening of strategic planning team meetings?**

Recommend bottled water, some beverages, and light snacks be provided. Several school organizations with which I worked did provide anywhere from a light meal to a full-scale dinner on the evening of the meeting.

- **What AV equipment will be necessary?**

Recommend providing computer, screen, and Internet connection.

- **How should seating be arranged at Strategic Planning Team meetings?**

Recommend that there be seating with no more than six seats per table. The first night seating is open seating.

- **What materials should be provided to the Strategic Planning Team?**

Recommend that each Strategic Planning Team member be given a one-inch three-ring binder with possibly the special education cooperative name and logo inserted in the plastic front cover. Also, each member should receive a copy of the agendas and purposes of each meeting.

- **Should pictures of the members of the Strategic Planning Team?**

That is an option. Some schools will use the pictures in media reports about the work or include them in newsletters or flyers. Remember, there is a public relations dimension to the strategic planning process.

- **Should the media be invited or informed of the strategic planning effort?**

That is definitely a local choice, but in most school organizations with which I have worked, the media has been supportive.

Strategic Planning Work

- **What is the role of the Strategic Planning Team?**

The role of the Strategic Planning Team is to develop a strategic plan (includes goals and actions or objectives) that gives the special education cooperative direction over the next x number of years. It is not the role of the Strategic Planning Team to develop the time/task chart that spells out who will be responsible for completion of each of the actions, timeline, resources, and benchmarks. That document should be the work of the special education cooperative's leadership and from the document, reports should be made to the governing board on the progress of those goals/actions at least annually, if not more often.

- **What should be the strategic areas of focus?**

Recommend that those strategic areas of focus be identified before the first meeting of the Strategic Planning Team. Some examples of strategic areas of focus might be: Student Services; Finance/Facilities; Human Resources; Curriculum/Instruction. If you have operated under an earlier strategic plan, some of your choices are:

1. Keep the same number and names of those strategic areas of focus.
2. Keep a focus area but change its name.
3. Combine any of the focus areas?
4. Delete any of the focus areas?
5. Add any new focus areas?

Recommend a maximum of no more than six (6) strategic areas of focus. Most school districts with which I have worked will have 4-5 strategic areas of focus.)

- **How far into the future should the plan represent?**

Most school organizations undergo a strategic plan that extends out no more than five years, although some will go as little as three years out.

- **What data should be provided the strategic planning team in advance of the first meeting?**

Recommend that the executive director and her/his staff provide at the first evening meeting an overview of the special education cooperative's status. If there are surveys, focus group results, special education cooperative studies, and other reports available, those can be provided. It is recommended that we not overwhelm the recipients with materials but edit the most important information from those documents for their reading.

- **How many actions statements should be developed for each goal statement?**

Recommend no less than four and no more than six action statements be identified for each strategic area of focus. For example, if we have five subcommittees and they all come up with a maximum of six action statements, that totals 30 which is a healthy number for a special education cooperative to address. The key is not quantity of action statements, but rather meaningful, relevant quality action statements.

- **What happens with the strategic plan once completed by the Strategic Planning Team?**

The Strategic Planning Team is developing a document that is advisory to the governing board. Upon completion of the strategic plan, it is to be presented to the governing board for their consideration and approval.

- **Can the governing board make changes to the strategic plan after it is received from the Strategic Planning Team?**

(That always remains an option since the plan is advisory and the final approval rests in the hands of the governing board.

Other Considerations

- **How will you communicate with the community, staff, and media about the strategic planning effort?**
- **How will you communicate the completed strategic plan to staff, parents, students, and the community?**
- **What needs to be done to keep the strategic plan as a working document visible and upfront in all high school district proceedings?**

Invitational Letter Sent on Cooperative Stationery

Dear

On behalf of Mid-Valley Special Education Cooperative, I would like to invite you to become a member of the Special Education Cooperative's Strategic Planning Committee. The purpose of strategic planning is to develop a three-to-five year blueprint for the special education cooperative's future. Strategic planning is a way to help your special education cooperative to operate more effectively and efficiently by helping guide the allocation of resources in order to achieve cooperative-wide goals.

You have been selected based on the knowledge, representation, and commitment you have to public school education here in our community. We believe you will bring value to the design and recommendation of a strategic plan. Your time involvement would be to commit four evenings between for approximately 2 ½ hours per evening. The proposed meeting dates are:

Day, month, date, time

Day, month, date, time

Day, month, date, time

Day, month, date, time

The strategic planning committee will be comprised of representatives from the Mid-Valley Special Education Cooperative and from the larger community served by the Cooperative. The strategic plan will represent the thoughts, feelings, ideas and wants of the group that creates it. Each person to serve on the planning committee will be respected for the ideas and thoughts they bring to the table for discussion.

I hope you will be able to accept this invitation to serve on the Mid-Valley Special Education Cooperative's Strategic Planning Committee. If you are able to accept this invitation, please contact me at (phone number).

Sincerely

Executive Director

December 01, 2017

Acknowledgement Letter Sent on Cooperative Stationery

Name of person
Address
City/state/zip

Dear _____:

Thank you for agreeing to serve on the Mid-Valley Special Education Cooperative's **Strategic Planning Committee**. As I had mentioned in my earlier conversation with you, the purpose of this group is to identify the goals and actions that will be part of a long-range plan that provides Mid-Valley the directions in moving toward the future it envisions. As far as a time commitment that I ask of you, there will be four (4) meetings each of which will last approximately two and one-half hours. Our first meeting of the Planning Team will be scheduled for (day) evening, month/date/year, at (location) beginning at (time).

The purposes of this first meeting will be to:

1. Provide the reasons for undertaking a community/school collaborative planning process;
2. Convey the expectations requested of individuals serving on the Strategic Planning Team;
3. Provide an overview of the expected outcomes resulting from the planning process;
4. Provide an overview of the status of the Mid-Valley Special Education Cooperative today in terms of such areas as services, curriculum, instruction, facilities, human resources, and technology.

As you are probably aware, the impacts from the world of work, changing world demographics, technological advances, and educational expectations for future jobs all call for our Special Education Cooperative to examine the directions it must set for the future. The underlying value of the proposed planning effort is to *"seek broad-based perspectives as to the future directions of Mid-Valley Special Education Cooperative."*

We believe you will find yourself engaged in an exciting process of helping the Cooperative reaffirm present efforts as well as develop new directions for the future. You will be serving with some other 30-40 representative members: teachers, administrators, other district personnel, parents, and community members—all "stakeholders" in the future of education here in our community.

You will bring an important and highly valued perspective to the planning team. Your involvement will be an extremely important commitment to our Special Education Cooperative.

Thank you for your accepting my invitation to be part of a process of working together with other individuals interested in enhancing the educational opportunities for the youth of our community. In the meantime, if you have any questions or will be unable to attend the (month/day) meeting, please get back in touch with me.

Sincerely,
Executive Director

December 01, 2017

Definition of Terms for Strategic Plan

Areas of Strategic Focus are those areas around which objectives/strategies are built. Examples of topic categories can be “*professional development*,” “*curriculum and instruction*,” “*assessment*,” “*technology*.”

Strategic Goal Statements are those overarching statements that are of a long-range aim or purpose. Strategic Goal Statements are not generally limited to a time period or stated in strict measurable terms.

Strategic actions are those observable results found under each strategic goal statement that provide focus on what is to be addressed in meeting the goal. Strategic actions are judged to be realistic and attainable by a specific future point in time through the successful implementation of a planned course of action.

Examples of Areas of Focus Around Which Strategic Goals Are Developed

Major Topic Categories of Around Which Strategic Goals Might Be Developed:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Technology • Staff Development • Instruction • Facilities • Parent Education | <ul style="list-style-type: none"> • School/Community Partnerships • Student Performance/Achievement • Assessment • Communications • Instructional Staff |
|--|---|

Fist-to-Five Consensus Technique



The Palm

Five Fingers:	Total Agreement with the decision.
Four Fingers:	Slight reservations about the decision.
Three Fingers:	On the Fence...need some concerns or questions needing to be addressed.
Two Fingers:	Leaning definitely against the decision.
One Finger:	Very much against the decision.
Fist:	Do not agree at all; will actively work against the decision.

We cannot spell S_CCESS without U!

Strategic Goal Statements

Strategic Goal Statement: A strategic goal statement is a rather broad statement indicating the general direction in which the organization would see itself heading. It represents a long-range aim or purpose. Strategic goals are not necessarily limited to a time period or stated in strict measurable terms.

Examples:

Focus Areas	Strategic Goal Statement
Instruction:	Explore and develop those instructional “best practices” that most serve our students in order to make learning relevant and meaningful.
Technology:	Provide for the continuous upgrading of the Cooperative’s technology in order to utilize technology as an instructional tool, advance the acquisition of technology skills of students, and utilize technology to promote improved administrative services.
Curriculum:	Provide for the on-going evaluation and expansion of curriculum opportunities to meet the needs and diversities of our student population for the 21 st century.
Finance:	Maintain fiscal responsibility to the community and the special education cooperative while providing effective and innovative educational programs.
Outreach:	Seek and develop opportunities to expand our knowledge base and to share resources with communities, school districts, and families.

Strategic Action Statements

Strategic action statements: Outcomes that should be stated as observable results or end products judged to be realistic and attainable by a specific future point in time through the successful implementation of a planned course of action.

Begin each strategic action with a verb:

Acquire	Activate	Address	Administer	Adopt	Advance	Advocate
Alleviate	Align	Allocate	Appoint	Ascertain	Assemble	Assess
Assign	Attain	Augment	Authorize	Broaden	Build	Capitalize
Collect	Compile	Complete	Conduct	Confirm.	Construct	Consult
Convert	Coordinate	Create	Decrease	Dedicate	Define	Deliver
Deploy	Design	Designate	Determine	Develop	Differentiate	Devise
Direct	Disseminate	Distribute	Document	Draft	Educate	Elicit
Eliminate	Embrace	Emphasize	Empower	Enable	Employ	Establish
Evaluate	Examine	Expand	Expedite	Explore	Facilitate	
Finalize	Fix	Focus	Form	Foster	Formulate	Fund
Furnish	Gather	Gauge	Gain	Generate	Guide	Help
Hire	Identify	Implement	Improve	Include	Incorporate	
Increase	Influence	Inform	Investigate	Integrate	Initiate	Institute
Instruct	Introduce	Inventory	Involve	Launch	Lead	Lessen
Locate	Maintain	Manage	Maximize	Merge	Mobilize.	Modify
Monitor	Negotiate	Nurture	Observe	Obtain	Operate	Offer
Open	Orchestrate	Organize	Orient	Oversee	Outline	Partner
Persuade	Plan	Prepare	Prescribe	Present	Prioritize	
Procure	Produce	Promote	Propose	Provide	Publicize	
Purchase	Raise	Realign	Recommend	Recruit	Redirect	Reduce
Reinforce	Refocus	Relate	Renew	Reorganize	Repair	Report
Reproduce	Research	Resolve	Restructure	Review	Revise	
Schedule	Search	Secure	Seek	Select	Set	Solve
Specify	Sponsor	Staff	Streamline	Start	Strengthen	
Structure	Summarize	Supply	Support	Survey	Sustain	
Systemize	Tabulate	Target	Test	Track	Transform	
Transmit	Transition	Undertake	Upgrade	Underscore	Unify	Unite
Update	Use	Utilize	Verify	Write		



Strategic Planning Process

Mid-Valley Special Education Cooperative's Mission Statement

In collaboration with our colleagues to serve the children and families of Batavia, Kaneland, Central, St. Charles and Geneva Community Unit School Districts, and to:

- Provide service and support to member districts;
- Embrace the diversity of all students;
- Empower students to become independent, contributing members of their communities; and
- Foster and inspire life-long learning.

Mid-Valley Special Education Cooperative's Vision Statement

Create positive, collaborative learning communities to facilitate the advancement of academic, social-emotional, vocational, and independent living skills for our students by providing excellent, research-based instruction and therapies that meet individual student needs, and provide high-quality technical assistance and support to our colleagues in our member districts.

Purpose of Planning Meetings:

To come together as school and community members of Mid-Valley Special Education Cooperative to collaboratively envision the strategic directions where we would like to see the Cooperative moving over the next five years.

First Meeting: (Status of the Mid-Valley Special Education Cooperative)

TBD (day/date)

TBD (time)

Meeting Purpose:

1. Provide the reasons for undertaking a community/cooperative strategic planning process.

2. Convey the expectations requested of individuals serving on the Strategic Planning Committee.
3. Provide an overview of the expected outcomes resulting from the planning process.
4. Provide an overview of the status of the special education cooperative.

Agenda:

- Welcome (Executive Director)
- Overview of Planning Task and Schedule
 1. Benefit of Planning
 2. Past History of Planning
 3. Purpose of Present Planning
 4. Plan to be presented to governing board for approval
- Introduction of Strategic Planning Committee members
- Introduction of strategic planning facilitator
- Overview of the planning tasks and schedule
 1. Value that planning participants bring to the process
 2. Reference materials
 3. Stages of planning (dates and what will happen at each meeting)

Strategic Areas of Focus (TBD)

- 1.
- 2.
- 3.
- 4.

- Internal Scan: To provide an understanding of the present status of the special education cooperative as well as its internal successes, challenges and critical issues around the X # of strategic areas of focus) - – presented by Executive Director and support staff.
- External Scan: To review the trends, issues or events occurring outside the Cooperative (within the community, region or state) that have/can have an impact on the Cooperative. Examples might include changing demographics, changing taxation revenues, state

support, changing community culture, etc.-- presented by Executive Director and other support staff on

<p>Second Meeting: (Prouds, Critical Issues, Desires)</p>
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<p>TBD (day/date)</p>

<p>TBD (time)</p>

Meeting Purposes:

1. Review questions asked from (previous) meeting.
2. Identify those factors regarded as achievement or successes (**prouds**) in the X # of strategic areas of focus for Mid-Valley Special Education Cooperative.
3. Identify those factors (**critical issues**) that need to be addressed to improve the four strategic areas of focus for Mid-Valley Special Education Cooperative.
4. Identify action-planning subgroups within the Strategic Planning Committee for each of the four strategic areas of focus.

Agenda:

- Welcome
- Address any questions arising from the previous Strategic Planning Committee meeting held on Wednesday, September 13, 2017.
- Identify **PROUDS**: As you reflect on the past and present of Mid-Valley Special Education Cooperative, on what you have read, and on what you have heard in our discussions, what are some of the successes, achievements, accomplishments, characteristics, and/or attributes in each of the X # of strategic areas of focus which we should be proud?
- Identify **CRITICAL ISSUES**: From your perspective, what are the critical issues in the educational environment (both internally and externally) that need to be addressed on what Mid-Valley Special Education Cooperative should be doing in the four strategic areas of focus?

Third Meeting (Developing Drafts of Strategic Goals and Actions) TBD (day/date) TBD (time)

Meeting Purposes:

1. Create a vision (**desires**) for the future of Mid-Valley Special Education Cooperative in the X # of strategic areas of focus.
2. Identify the **strategic goals** under each of the X. # of strategic areas of focus that will become part of the strategic plan.
3. Identify a draft of possible **strategic actions** under each of the proposed strategic goals of the plan.

Agenda:

- Welcome
- Address any questions from previous meetings of Strategic Planning Committee.
- Create a **VISION** extending five years out for the Mid-Valley Special Education Cooperative: In consideration of the X # of strategic areas of focus, what do we want to describe as our desires, hopes and dreams about our cooperative five years from now?
- Assemble for this meeting the subgroups from the whole strategic planning committee membership assigned to each of the X # of strategic areas of focus.
- Assign each subgroup with the task of creating a **strategic goal(s)**—overarching statements that are of a long-range aim, direction or purpose—for the strategic area of focus to which they are assigned.
- Assign each subgroup responsibility in developing a listing of **strategic actions** under each of the four strategic goals to be addressed over the next five years. **Actions** are defined as measurable, observable results or ends that are judged to be realistic and attainable at a specific future point in time through the successful implementation of a planned course of action.

Example**Strategic Area:** TECHNOLOGY**Strategic Goal:** Provide for the continuous upgrading of the Special Education Cooperative's technology in order to utilize technology as an instructional tool, advance the acquisition of technology skills of students, and utilize technology to promote improved administrative services.**Actions:**

1. Develop, test, and implement a district disaster technology recovery plan (including cybersecurity).
2. Provide professional development opportunities to expand the staff's knowledge and skills in the area of integrating technology into the curriculum (e.g., iPADs, smart boards, white boards, social media web sites).
3. Study and integrate the National Education Technology Standards for Teachers (NETS-T) into the staff's use and application of technology to facilitate student learning and creativity.

Fourth Meeting (Finalize Strategic Goals and Actions)

TBD (day/date)

TBD (time)

Meeting Purposes:

1. Summarize and reach consensus on the strategic plan goals and strategic actions for the Mid-Valley Special Education Cooperative Strategic Plan.
2. Share “next steps”
3. Recognize Strategic Planning Committee participants

Agenda:

- Welcome
- Review Strategic Areas, Goals, and Actions
- Reach “consensus” of final document for submission to the governing board for consideration and approval
- Share what happens with planning document after completion of the strategic planning process.
- Recognize and thank participants for their involvement.