



Agreement for Minnesota School Boards Association (MSBA) Strategic Planning Services

MSBA agrees to provide the **Lewiston-Altura School District** with the following strategic planning services:

- **Stakeholder engagement activities:**
 - Provide two on-line surveys for purposes of gathering stakeholder feedback. One will be for internal stakeholders and one will be for external stakeholders.
 - Conduct facilitated meetings (Listening Sessions) with School District students, Board Team (Superintendent and elected Board Members), central office/administrators, staff, and community. All meetings will be conducted via virtual meeting and will be held during the same calendar day. Provide a brief, written summary of the stakeholder-related activities prior to the first Strategic Planning Committee meeting.
- **Strategic Planning Committee meetings:**
 - Facilitate four (4) meetings with the School District's Strategic Planning Committee. Meeting #1, #2, and #3 will be conducted via virtual meeting.
 - Meeting 1: Strategic Planning Committee will receive information about the School District from the Superintendent and a summary of the stakeholder-related activities and results from MSBA. MSBA will conduct an environmental scan to identify the School District's Strengths, Opportunities, Barriers (Plus/Delta/Vision Analysis).
 - Meeting 2: Strategic Planning Committee will develop/revise/rework the School District's Belief/Value Statements, Mission Statement, and Vision Statement.
 - Meeting 3: Strategic Planning Committee will develop School District goals and objectives.

- Meeting 4: MSBA will meet with a sub-group of the Strategic Planning Committee to clarify the Strategic Planning Committee's developed goals and objectives. This meeting will be conducted electronically via virtual meeting, by phone or by email.
- MSBA's strategic planning services do not include facilitation of the action plans. However, MSBA will provide a template (Governance Document) for developing the action plans and be available to answer questions as the action plan is being developed. Also, MSBA will suggest a timeline for monitoring the strategic plan.
- Between meetings, MSBA will develop draft documents that includes the data from stakeholder activities - Internal and External Stakeholder Surveys and Plus/Delta/Vision analysis; Strategic Planning Committee's - Environmental Scan, recommended School District Belief /Value Statements, Mission Statement, Vision Statement, and goals and objectives.
- Following the School Board's approval of the Strategic Plan, MSBA will be available for consultation and will follow-up one (1) year later via virtual meeting or phone for a check-in.
- **Fee and billing:** MSBA will bill **\$5,300** for the strategic planning services noted above after the third planning meeting has been held. This fee includes all MSBA expenses. Payment will be made within thirty (30) days after receipt of the bill.

Check here for optional additional Strategic Governance Framework service:

MSBA will conduct a 2-3-hour in-service for the Board Team (Superintendent and elected Board Members) on implementing the Strategic Plan from a Governance (Board) and Management (Superintendent) perspective which utilizes the School Board Self-Evaluation (SBSE). Fee is **\$975**.

During the In-service with the Board Team, MSBA will:

1. Review the Board Governance Model
2. Discuss the Development of a Strategic Governance Framework
3. Review the Strategic Planning process; Introduce the Plan on a Page; Suggest Next Steps with the Strategic Plan
4. Review the Standards of School Board Leadership
5. Review the School Board Self-Evaluation (SBSE) Full Report
6. Assist in Identifying Board Team Goals
7. Reference the Board's role in working with the Superintendent in setting Superintendent Goals
8. Discuss alignment of District Goals from the Strategic Plan with Board and Superintendent Goals

If you have questions, please contact Gail Gilman, MSBA Director of Strategic Planning and Board Leadership at 800-324-4459, ext. 130, or ggilman@mnmsba.org.

_____, Gail Gilman
Director of Strategic Planning and Board Leadership
Minnesota School Boards Association

Date: _____

_____, Gwen Carman
Superintendent
Lewiston-Altura Public Schools

Date: _____