

DRAFT

Fort Smith Public Schools (Proposed July 7) Time Line

1. **Site Visit 1 – May 24/25, 2017**
 - a. **AWARENESS SESSION** to introduce the Cambridge strategic planning with Superintendent, key staff and internal facilitator
 - b. **SCHOOL BOARD Presentation at RETREAT – Board/Superintendent Protocols and introduction to Strategic Planning**

2. **Site Visit 2 – early August**
 - a. **August 3 – morning – Partners in Education Conference 8:00 – introduction of strategic planning; Dr. Castner leads two 25-minute breakout sessions - 10:00 and 10:30 with overview of planning**
 - b. **August 3 – 5:30 – TBD - Community Summit to introduce Strategic Planning**
 - c. **August 4 -- Internal Facilitator training continued to prepare for Strategic Planning Process, development of Vital Signs and selection of 25-member Strategic Planning Team**
 - d. **August 8 – General Teacher Meeting - frame the development of a Strategic Plan as Board/Superintendent major initiative for school year and outline process and outreach for interest in involvement**

3. **Site Visit 3 – August 24, 25, and 26**
 - a. **1st STRATEGIC PLANNING TEAM MEETING – 3 days**
 - i. **eight hours on 8.24 and 8.25**
 - ii. **four hours on 8.26**
 - b. **COMMUNICATE the Draft Plan and begin recruiting Action Team members**
 - c. **SELECT ACTION TEAM LEADERS to lead Action Plans for 5-7 Strategies**
 - d. **Begin formation of Action Teams**

4. **Site Visit 4 – September 13-14 OR 20-21**
 - a. **ACTION TEAM LEADERS SELECTION/TRAINING (Action Team Leader Guide) – 3+ hours training session**
 - b. **ACTION TEAM KICKOFF MEETING – 3 hours – overview to large group and breakout meeting for each Action Team**

5. **Off Site Support for Action Team Work (October-November)**
 - a. **ACTION TEAM PLANNING WORK – MINIMUM OF 5 MEETINGS/ 20 – 25 hours of work)**

6. **Site Visit 5 – first week in December**
 - a. **SECOND STRATEGIC PLAN TEAM MEETING – 1 day**
 - b. **STRATEGIC PLAN TEAM RECEIVES ACTION TEAM REPORTS AND FINALIZES STRATEGIC PLAN**

DATES TBD:

7. **SUPERINTENDENT REVIEWS PLAN AND PRESENTS PLAN TO BOARD –December 2017 or January 2018?**
8. **BOARD APPROVES STRATEGIC PLAN AND CHARGES SUPERINTENDENT TO DEVELOP TIME LINE AND STRATEGY FOR IMPLEMENTATION FOR 2018-19 SCHOOL YEAR AND POTENTIALLY OUTLINES ALIGNMENT WITH MILLAGE**
9. **BOARD/SUPERINTENDENT INCORPORATE STRATEGIC PLAN INTO GOALS AND SYSTEM DOCUMENTS WHICH INCLUDES IMPLEMENTATION OF STRATEGIC PLAN**
10. **PERIODIC REVIEW OF STRATEGIC PLAN IMPLEMENTATION PRESENTED TO BOARD**
11. **STRATEGIC PLAN TEAM MEETS TO HEAR PROGRESS OF YEAR 1 IMPLEMENTATION OF STRATEGIC PLAN AND DECIDE IF ADJUSTMENTS ARE WARRANTED**
12. **CYCLE IS REPEATED AND YEAR 2 IMPLEMENTATION HAS INCREASED FOCUS ON EXPECTATIONS FOR EACH SCHOOL AS APPROPRIATE**