



*imagination • facilitation • planning*

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**A Proposal for Facilitation of a Strategic Plan**

**Submitted to**  
Stephenville ISD

**Prepared by**  
N2 Learning  
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## **SYNOPSIS**

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The Stephenville ISD (SISD) Board of Trustees and administration desire to create a strategic plan that provides a clear vision, mission, beliefs, objectives, strategies, and action plans to be implemented over the next 2 -5 years. N2 Learning (N2) will facilitate the development and implementation of this strategic plan and include input from school board, administrators, teachers, and community members in the development of the strategic plan.

## **PROJECT DESCRIPTION**

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### **Board Workshop**

N2 will facilitate a Team of 8 training to review the beliefs, vision, and categorical framework and to engage the Board in their role in the strategic planning process. (3 hours)

### **Strategic Planning Process**

N2 will facilitate the work of the SISD Strategic Planning Team (SPT). The team will be comprised of up to 50 members and will include board members, administrators, teachers, and community members.

- **Strategic Planning Team**
  - N2 will facilitate a two-day retreat with the SPT with a goal of reviewing the mission and developing strategic objectives and strategies.
  - A District Investigative Notebook will be developed for each SPT member. The notebook will include data from each category determined by the board in Stage I.
  - N2 will facilitate a one-day Strategic Planning Retreat to approve or reject action plans developed by action teams.
  - The completed Strategic Plan will be presented to the Board of Trustees at a regular meeting.
- **Action Teams**
  - Action Teams for each of the strategies developed at the two-day retreat will be formed. Each Action Team will be led by a district administrator and composed of 10-15 members representing teachers, other district employees, and community members.
  - N2 will facilitate an Action Team Kick-off Celebration for all team members.
  - Action Teams work for 2 to 3 months to develop action plans to implement strategies.

### **Sequencing and Assigning Responsibility for Implementation**

N2 will work with staff to sequence actions for implementation through the life of the strategic plan (approximately two to five years). Assigning each action to an administrator who is responsible for the implementation creates accountability for the success of the strategic plan. N2 will work with staff to appropriately assign each strategy.

### **Monitoring and Assessment\***

Continual monitoring and assessment are critical for accountability to the strategic plan over time and to ensure district work is not business as usual. N2 would work with SISD to decide specifically how to monitor and measure progress, develop a rubric for assessing the strategic plan, design a multi-year timeline, and provide periodic updates. A separate proposal for Monitoring and Assessment will be submitted upon request.

### **Communications Plan**

Support and buy-in from the community are a necessity for success. N2 will work with staff to develop a plan to communicate all steps of the strategic planning process from announcement of the process to its results.

### **N2 Responsibilities**

- Work with the SISD administration to plan the details of the SPT meetings
- Identify research information to challenge the thinking of the SPT members
- Develop the agendas for planning meetings
- Facilitate all planning meetings
- Assist with the development of a communication plan
- Draft the written strategic plan and provide a digital copy to SISD
- Provide an infographic of the finalized Strategic Plan

### **SISD Responsibilities**

- Identify members of the SPT
- Secure meeting locations and resources throughout
- Provide all supplies including, but not limited to:
  - Projector
  - Large poster paper
  - Markers
  - Easels
- Provide refreshments for meetings
- Develop and Implement Communications Plan
- Strategic Plan Implementation

### **PROJECT TIMELINE**

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- December 2019 – Summer 2020 based on agreement of SISD and N2

<b>Stage</b>	<b>Description of Process</b>	<b>Timeline</b>
Stage I	School Board Training (3 hours) - Readiness for Strategic Planning and the Board's role in the process. Board develops or reviews district beliefs, vision, and categorical framework for the plan . Board receives team building credit for workshop	December/January 2019

	<p>Strategic Planning Retreat (2 days) – 50-member committee composed of board members, administrators, teachers, and community members meet to develop the following: district mission, strategic objectives, and strategies.</p> <p>District Investigative Notebook will be developed for each Strategic Planning Team Member. Notebook will include data from each category determined by the Board in Stage I.</p> <p>Strategic Plan progress report made to the Board of Trustees at a regular meeting.</p>	January /February 2020
Stage II	Action Teams established for each of the strategies developed at the two-day retreat. Each Action Team will be led by a district administrator and composed of 10 to 15 members representing teachers, other district employees, and community members. Action Team kick-off celebration held for all team members.	February/March 2020
	Action Teams work for 2 to 3 months to develop action plans to implement strategies.	March/April 2020
Stage III	Strategic Planning Retreat (1 day) – 50-member committee reconvenes to approve or reject action plans developed by action teams.	May 2020
	Completed Strategic Plan presented to the Board of Trustees at a regular meeting.	June 2020

## **FEE**

The fee for this proposal includes planning and preparation, facilitation, N2 staff support, and routine communication costs. Travel and expenses will be billed at cost. All meeting arrangements and all associated expenses (including supplies and resources) will be the responsibility of SISD. The cost for expert engagement will be the responsibility of SISD.

**\$24,000.00 + Travel Expenses\***

*\*Monitoring and Assessment is NOT included. A separate proposal will be submitted upon request.*