

Tool 58

Designing School Strategic Plan Workshop Agenda

(3-hour time block)

Notes: (1) Request participants to bring their materials from the final report workshop and strategic planning workshop. (2) List the recommendations carried over from the final report workshop on poster paper.

1. Large-group selection of school improvement goals (30 minutes)

- Based on the final report workshop, which recommendations should be included as goals in the next school strategic plan? (Note that these may not all be accomplished in just one year.)
- Identify why these goals are the most important (review notes from two previous workshops).
- Using three dots (three votes) each, indicate on the poster paper which recommendations you individually believe should form the foundation of the new school strategic plan.

2. Small-group design of action plans (implementation strategies) (1 hour, 30 minutes)

- Divide into the number of groups that equal the number of school improvement goals.
- Join the group working on the goal that interests you most.
- Using the Action-Planning Template [Tool 57], brainstorm how our school might reach these goals:
 - What actions need to be completed?
 - What evidence indicates the actions have worked in similar schools?
 - What steps are necessary to carry out each action?
 - When will each step begin and end?
 - Who will be responsible for each step and in what way?
 - What existing resources (including time and professional development) are available?
 - What additional resources (including time and professional development) are necessary?
 - How will we evaluate/measure our success?
 - Who will be responsible for and who will be involved in the evaluation of progress toward the goals?

3. Large-group share-out (30 minutes)

- Small groups present their action plans to whole staff.
- Invite additional comments and add to plans.

4. Next steps (30 minutes)

- Ensure that every staff member is part of a group and has a role.
- Determine communication process and schedule.
- Think-pair-share: What is your take-away from today's session?
- Professional development evaluation [Tool 52]