

**STRATEGIC PLANNING PROCESS: Proposed Timeline
TIMBERLANE REGIONAL DISTRICT – SAU 55
STRATEGIC PLANNING COMMITTEE - September 14, 2017**

This proposed timeline can be revised at any time as deemed appropriate by the Strategic Planning Committee. It is a preliminary guideline brainstormed on September 14, 2017.

DESIRED OUTCOMES

Strategic plan

Through a process that:

- Demonstrates transparency and builds trust between community and District
- Allows for diverse stakeholders to become engaged and feel heard
- Identifies common ground and shared vision
- Builds awareness of needs appropriate to a future warrant article

TABLE OF CONTENTS (maximum 15 pages)

Context (narrative okay)

Critical trends in the environment (where we find ourselves)

- E.g. aging demographic; economic concerns; steady or declining enrollment; facilities condition

The nature of a cooperative district

Guiding ideas (narrative okay)

Mission

Vision

Beliefs

Strategic goals

21st century learning and academics

Facilities

Culture and climate

For each goal (bullet points okay)

Current condition/current drivers

Objectives – by year

Metrics

Optional: Appendix

Survey results

Planning process

Demographic information

District history

District facts and figures

TABLE OF CONTENTS (one pager)

Seek sample one page plan formats

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SPRING 2017

Form Strategic Planning Committee (SPC) in April	School Board
Review prior plan	SPC
Assess status of progress in completing prior plan	SPC
Design community survey	SPC
Meet monthly	SPC

SUMMER 2017

Complete community survey	SPC
Analyze survey results	SPC
Affirm guiding ideas - mission, vision, beliefs – based on survey results	SPC
Define three goals based on survey results	SPC
Meet monthly	SPC

SEPTEMBER 2017

Design Table of Contents for final plan	SPC
Define Strategic planning outcomes and process	SPC
Define three goals based on community input	SPC
Develop outreach plan for community meetings - Invite, inform, include, inspire... - Define talking points - Reach selectmen, PTAs, and other community influencers - Aim for a broad spectrum of community participants	SPC
	Plaistow Tom
	Danville Kim
	Atkinson Brian
	Sandown Christi, Ken
Meet as needed; update School Board as needed	SPC
Design community meeting agenda Design staff meeting agenda	Facilitator
Prepare briefing packet for community meetings - One page (bullet points): overall community trends - One page (bullet points): current condition – academics - One page (bullet points): current condition – facilities - One page (bullet points): current condition – culture/climate	Roxanne, Christi, Ken and district staff

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OCTOBER AND NOVEMBER 2017

Talk to local PTAs - To promote meetings - To gather data	Facilitator and/or Roxanne, Christi, Ken
Organize North (Sandown/Danville) and South (Atkinson/Plastow) community meetings - During weeknight from 7 - 9 PM - At rec center, community center, school - In meeting space, cafeteria, etc. - For 50 to 100 participants	Roxanne District staff
Facilitate North and South community meetings - SPC reps sponsor, welcome, thank ...	Facilitator SPC reps
Document results	Facilitator District staff
Organize two internal staff meetings - During weekday from 2:30 – 3:30 PM - During weekday from 3:45 – 4:45 PM - For administrators, faculty, staff	Roxanne, Christi, Ken and district staff
Facilitate two internal staff meetings - SPC reps sponsor, welcome, thank...	Facilitator SPC reps
Document results	Facilitator District staff
Organize and facilitate additional internal staff meetings as appropriate	Roxanne, Christi, Ken and district staff
Document results	District staff
Meet as needed; update School Board as needed	SPC
Prepare placeholder budget item for December budget process - Design/engineering line item	School Board

DECEMBER 2017

Submit placeholder budget item for December budget process	School Board
Compile results from all meetings	Roxanne, Christi, Ken
Design work group charge and work group planning template for work groups	Facilitator Roxanne
Meet as needed; update School Board as needed	SPC

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JANUARY 2018

Form three planning work groups - In three areas: Academics; Facilities; Culture/climate - Engage content experts and key constituencies	SPC
Understand charge and get organized Understand current condition for area Review community input for area	Work groups
Advance budget item through budget hearings and process through 2018	School board
Meet as needed; update School Board as needed	SPC

FEBRUARY 2018

Draft multi-year objectives Place objectives by year	Work groups
Meet as needed; update School Board as needed	SPC

MARCH 2018

Set final multi-year objectives, and placement by year Define metrics for success Identify responsible parties for linkage and follow through	Work groups
Meet as needed; update School Board as needed	SPC

APRIL MAY 2018

Present final work to SPC	Work groups
Compile final plan - Define linkages for follow up to responsible parties	SPC
Meet as needed; update School Board as needed	SPC
Accept final plan from SPC - End SPC in formal role - Assign further work as needed to responsible parties	School Board SPC

SUMMER 2018

Prepare communication plan to promote plan to the community; and to internal school stakeholders	District staff
Distill plan to one page	District staff

2018-19

Implement communication plan to promote plan to the community – e.g. mass mailing of one page plan	District staff
Implement communication plan to promote plan to internal stakeholders – e.g. meetings	District staff
Perform regular monitoring of the implementation of the plan	School Board District staff