



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111

Mission: To inspire and motivate our students with an educational experience that leads to achievement and success.

Dr. Kenneth Lee
Superintendent

June 12, 2017

Minooka Community High School District #111 is planning to embark once again on a process to develop a strategic plan to shape our district for the next three to five years. At this point in the process, we are looking for people who would be interested in participating on the Strategic Plan Team. As a team member, your input and participation will be critical to the success of this work to guide our district to realizing greater outcomes for students. The Strategic Plan Team will consist of roughly 25 stakeholders from the school district and community.

For your reference, here are the dates and times for the Strategic Plan Team meetings:

- 1) Orientation and Data Retreat: August 29th from 8:00 a.m. to 3:00 p.m.
- 2) Vision/Setting Direction Retreat: September 25th from 8:00 a.m. to 3:00 p.m.
- 3) Final Meeting: November 1 from 12:30 p.m. to 3:30 p.m.

It is important for those who are interested in serving on the Strategic Plan Team to understand they must commit to all of the dates and times of the sessions and must attend for the entire duration of each session. This is a necessary condition for participation on the team.

Attached is a document that outlines the general process and key responsibilities for team members. We are in the process of customizing this with our partner in this process, Perry Soldwedel from the Consortium for Educational Change (CEC).

Please confirm your interest and ability to participate in all of the meetings outlined either by emailing or calling Colleen Ward at cward@mchs.net or 815-521-4311 by Friday, June 30, 2017 at 3:00 p.m. If the number of individuals interested in participating as a member of the Strategic Plan Team exceeds our target size for this

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group, we may not be able to accommodate all requests to participate. We will follow-up either way with everyone who expresses interest to participate.

If you have any questions, please do not hesitate to contact me.

Thank you,

Kenneth C. Lee
Superintendent
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815-521-4311

Mike Brozovich
Board of Education
President

Dennis Grosskopf
Minooka Education Association
President

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Consortium for Educational Change Strategic Planning Process



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Steps in the Process	Description
Readiness	<p>The purpose of the Readiness/Introduction Session is to acquaint the district with the strategic planning process. It is essential in alignment with CEC’s mission that the process be a joint endeavor between labor and management and include leaders of the board, union and management. Leaders representative of those groups must attend the introduction session. This session will be facilitated by CEC.</p> <p>Following this session, CEC will finalize a contract and submit it to the district to establish final expectations, roles, responsibilities, costs and timelines.</p>
Orientation	<p>The purpose of the Orientation is to answer the question, “WHO ARE WE AND WHAT ARE WE BEING ASKED TO DO?” The Orientation session paints the “The Big Picture” of the strategic planning process so that all strategic planning team members have a shared understanding of the process and their roles and responsibilities in helping the district set clear direction for the future.</p>
Environmental Scan; Data Retreat; SWOT Analysis	<p>The purpose of the Data Retreat is to answer the question, “WHERE ARE WE NOW?” During this day the strategic planning team will develop a shared understanding of the current situation of the district as identified through data. The outcome of the day is to paint a clear data picture of the district so that the strategic planning team can identify what is working well (STRENGTHS), what is not working well (WEAKNESSES), what are possible areas of need (OPPORTUNITIES), and what are potential impacts (THREATS). This is called a SWOT analysis. This is a recommended six-hour session.</p>
Vision Retreat; Preferred Future Statement	<p>The purpose of the Visioning Retreat is to answer the question, “WHERE DO WE WANT TO BE?” During this day the strategic planning team will develop a shared understanding of the current</p>

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	<p>mission, vision, values/beliefs/commitments and goals of the district. The team will review the components of a continuous improvement framework. In addition, it will look at essential information to shape a future vision based on the SWOT analysis from the data retreat. This provides the team with an opportunity to look at best practice research that guides improvement. The outcome of the day is to paint a clear vision of where the district hopes to be in the future. This is a recommended six-hour session.</p>
<p>Setting Direction Retreat; Draft of Plan</p>	<p>The purpose of the Setting Direction Retreat is to answer the question, “HOW DO WE GET FROM WHERE WE ARE TO WHERE WE WANT TO BE?” The strategic planning team works to provide a draft of the strategic vision/plan that can be shared with stakeholders to provide opportunities for input and feedback. The team will address long-range goals, preview goal indicators and measures and identify the most urgent strategies that need to be addressed during the plan’s duration to move the district to a higher level of performance. This is a recommended six-hour session.</p>
<p>Refinement/ Recommendations Meeting</p>	<p>The purpose of the Final Meeting of the strategic plan team is to review feedback from stakeholders on the draft of the new plan and make any refinements to the plan before it is presented to the superintendent who will recommend plan approval to the board of education. This is a recommended three-hour session.</p>
<p>Strategy Action Plans</p>	<p>It is recommended that the district use a Plan-Do-Study-Act process to develop strategy action plans. Leaders of the action teams should be trained to ensure the PDSA process is used consistently. Be certain action plans are SMART. Align key action plans with district department leaders and shared decision-making committees. Be certain those impacted by the action plans have opportunities to provide input to their design and development. Be certain the action plans identify tasks that are research-based and ensure action will be different from what has been done. Doing the same things</p>

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	<p>produce the same results. Recognize the importance of “study” and “act” of the PDSA process.</p>
<p>Plan Approval; Living the Plan</p>	<p>There are several critical strategies to be certain the plan does not sit on the shelf and collect dust: <u>Critical strategies that CEC offers to ensure the return on the investment include:</u></p> <ol style="list-style-type: none"> 1. <i>Align goals and strategies to a data system (Indicators, Measures, and Targets).</i> 2. <i>Align the data system to a progress monitoring and reporting system for all stakeholders.</i> 3. <i>Align the plan to the work structures and processes to ensure ownership, responsibility and accountability.</i> 4. <i>Align the plan to individual and team performance and program evaluation (goal setting, feedback, reflection, and improvement).</i> 5. <i>Align the plan strategies to PDSA action plans to develop a two-way communication and collaboration system to listen and learn.</i> 6. <i>Align the plan to resources of time and money to ensure focus and priority.</i>