

# A Continuous Improvement Model

Step	Description	Responsibility
<b>PHASE 1</b>		
<b>Estimate 3–5 Months</b>		
Step 1	<b>Strategic Plan Process Orientation with Board of Education</b>	GSBA
Step 2	<b>Appointment of District Internal Strategic Plan Facilitator</b>	District
Step 3	<b>Appointment of Planning Team Members</b>	District
Step 4	<b>Community Engagement</b> <ul style="list-style-type: none"> <li>• Community Engagement Session to gather input from all stakeholders (GSBA to Facilitate)</li> <li>• Survey stakeholders (online) (GSBA)</li> <li>• Student Achievement Data (District to Gather)</li> <li>• Financial Data (District to Gather)</li> <li>• Demographic Data (District to Gather)</li> <li>• Report of Results of Survey and Community Engagement (GSBA)</li> </ul>	GSBA/District
Step 5	<b>Planning Team Kickoff Meeting (2 Consecutive Days)</b> <ul style="list-style-type: none"> <li>• <b>Who Are We?</b> <ul style="list-style-type: none"> <li>– Beliefs</li> <li>– Vision</li> <li>– Mission</li> </ul> </li> <li>• <b>Where Are We Now?</b> <ul style="list-style-type: none"> <li>– SWOT Analysis</li> <li>– Stakeholder Input</li> <li>– Financial Data</li> <li>– Performance Data</li> </ul> </li> <li>• <b>Where Do We Want To Go?</b> <ul style="list-style-type: none"> <li>– Strategic Goals / Goal Areas</li> <li>– Strategic Priorities</li> </ul> </li> </ul>	GSBA to Facilitate
Step 6	<b>Appointment of Action Team(s)</b>	District
Step 7	<b>Training of Action Team(s)</b>	GSBA/GLISI
Step 8	<b>Action Team Meetings</b> <ul style="list-style-type: none"> <li>• <b>How Will We Know When We Have Arrived?</b> <ul style="list-style-type: none"> <li>– Performance Objectives</li> <li>– Performance Measures and Targets</li> </ul> </li> </ul>	District/GLISI

**Note:** For districts choosing to use the eBOARD Strategic Plan Module, training will be provided throughout the process to assist with full implementation of the software by the time the plan is presented to the community.

Step	Description	Responsibility
Step 9	<b>Planning Team Meeting (1 Day)</b> <ul style="list-style-type: none"> <li>Report by Action Teams</li> <li>Approval of Action Teams' Plans</li> </ul>	GSBA to Facilitate
Step 10	<b>Presentation of Draft Plan to Board of Education</b> <ul style="list-style-type: none"> <li>Invite participants from the community engagement, planning and action teams</li> <li>Plan to sit on table for 30 days for public input</li> </ul>	GSBA/Superintendent
Step 11	<b>Adoption of Plan by Board of Education</b>	District
<b>PHASE 2 Estimate 2 Months</b>		
Step 12	<b>Communication of the Plan</b> <ul style="list-style-type: none"> <li>To Staff</li> <li>To Community</li> </ul>	Board/Superintendent
Step 13	<b>Board and Staff Planning Sessions</b> How Do We Plan To Get There? <ul style="list-style-type: none"> <li>Initiatives</li> <li>Action Steps</li> <li>Assign Responsibilities</li> <li>Budget Implications</li> </ul>	Board Central Office Schools
<b>PHASE 3 Estimate 2–4 Months</b>		
Step 14	<b>Plan Alignment</b> <ul style="list-style-type: none"> <li>Align School Improvement Plans with Strategic Improvement Plan</li> <li>Align District and School Budgets with Strategic Improvement Plan</li> <li>Ensure Alignment with Consolidated Application</li> <li>Align Superintendent Evaluation with Strategic Improvement Plan</li> <li>Align Key Leadership Evaluations with Strategic Improvement Plan</li> <li>Align Board Self-Assessment with Strategic Improvement Plan</li> <li>Align District and School Personnel Practices with Strategic Improvement Plan</li> </ul>	Board Superintendent Central Office Staff Principals
Step 15	<b>Initial 6 Month Progress Report Meeting (GSBA to Facilitate)</b>	GSBA
<b>PHASE 4 Ongoing</b>		
Step 16	<b>Plan Monitoring and Managing</b> <ul style="list-style-type: none"> <li>eBOARD Strategic Plan Module</li> <li>Annual Board Planning Retreat to Review Strategic Improvement Plan</li> <li>School Performance Reviews (at least twice each year)</li> <li>Leadership Staff Meetings</li> <li>External Stakeholder Input</li> <li>Internal Stakeholder Input</li> </ul>	Board Superintendent Principals
Step 17	<b>Plan Reporting and Communication</b> <ul style="list-style-type: none"> <li>eBOARD Strategic Plan Module</li> <li>Monthly Board Meeting Agendas</li> <li>Annual Report of Progress to Board</li> <li>Superintendents Annual Evaluation</li> <li>Annual Report of Progress to Community</li> </ul>	Superintendent Staff