

CCSD Strategic Planning

Planning to Plan

1. Planning Team Composition

Membership of the Planning Team was discussed as outlined in the table below. In addition to board members, the group should include a balanced number of internal and external stakeholder representatives. These are recommended. Overall the Team will benefit from a mix of big picture and detail thinkers. All members should be open to new ideas (“outside the box”) and bring a spirit of collaboration to the process.

<i>Sector</i>	<i>Representative</i>
1. Board	Darin Sunderman
2. Board	Stacy Pulliam
3. Board	Ann Meyer
4. Board	Nola Bond
5. Board	Greg Jones
6. Administration	Deron Stender – Superintendent
7. Administration	Cindy Opperman – Elementary Principal
8. Administration	Josh Porter – High School Principal (Interim)/AD
9. Administration	Allie Wellhausen - Student Services Director
10. Administration	Craig Hill – Facilities Director
11. Staff	Megan Hill - Elementary
12. Staff	Kim McNess - Middle School
13. Staff	Jim Lindsay - High School
14. Parent	Ty Brown - Elementary
15. Parent	Julie McAndrews - Middle School
16. Parent	Mary Landhuis - High School
17. Community	Kristen Smith - IWCC
18. Community	Elaine Farwell - Chamber of Commerce
19. Community	Gorden Kokenge - Clarinda Mayor
20. Community	Pam Herzberg - Clarinda Foundation
21. Student	Austin Gutnekt
22. Student	Morgan Lihs
23. Facilities	Amy Wilmes
24. Finance	Amanda Vorhies

ACTION: Each Principal will send out an email by August 8th to solicit names of staff who are interested in volunteering as the representative from their building level. On August 17, these names will be forwarded to the facilitators who will select one staff person at each level. Draft language for this email will be provided by the facilitators.

ACTION: Each Principal will recruit one parent from their building level. Parent representatives should not be otherwise affiliated with the school (e.g. as

employees). To aid in recruitment, the facilitators will forward a description of what the Planning Team commitment includes.

ACTION: The Superintendent will extend invitations and confirm commitment of all other Planning Team members by September 15th.

2. Project Schedule

Steps in the planning process and tentative timelines were discussed. Please see Strategic Planning as Process:

https://docs.google.com/a/clarindacsd.org/document/d/1WQ7N3IEWyg6_D02DgofipjpC4m_vVLLiReNaIWhKzF8s/edit?usp=sharing

3. Communications Plan

Methods for keeping all stakeholders informed throughout the process is outlined. Please see Communications Plan document:

<https://docs.google.com/a/clarindacsd.org/document/d/1zc0ExithNSHtFHb3WXltWwdMlNUhxeKxxr9JK9EgBD4/edit?usp=sharing>

A commitment from the Lied Public Library to act as a repository for the district's Strategic Planning documents was received.

ACTION: The Superintendent will assign tasks in the Communications Plan to appropriate staff and monitor implementation.

4. Information Gathering

Several sources of data were identified are needed for use in developing a profile document:

- Community
 - Economics
 - Demographics
- District
 - Enrollment
 - Attendance rates
 - Graduation rates
 - Finances
 - Levey
 - State Aid
 - Assessment
 - Post Secondary
 - District Report Card (online)

ACTION: The High School Counselor will research a college readiness report from the college system and forward to the facilitators.

5. Focus Group Session Logistics

Each session can accommodate a maximum of 20 participants. We want to hear a variety of perspectives, so the more diversity among focus group participants the better.

Student Recruitment: (*Recommend Sept 11 – Sept 29 “push”*)

- Email from High School Principal to all seniors.
- If the session is not filled by September 29th, request staff to help with individual recruitment.

Student Focus Group (High School Students)	
Date/Time	Location
October 19, 2017 11:37 AM – 1:00 PM	High School

Staff Recruitment: (*Recommend August 28 – Sept 8 “push”*)

- Back-to-school staff meetings.
- All-staff email from Superintendent.
- All-staff reminder email from Superintendent.
- Posting on district website.

Staff Focus Groups	
Date/Time	Location
October 23, 2017 3:30 – 5:30 PM	MS Media Center
October 30, 2017 3:30 – 5:30 PM	HS Media Center

If the four initial staff sessions fill, another 1-2 sessions can be scheduled if needed. In the event that there are excess sessions (e.g. interested staff can be accommodated in fewer than 4 sessions), more opportunities can be added for parents and/or community members.

Parent & Community Recruitment: (*Recommend August 28 – Oct 13 “push”*)

- District September Newsletter.
- District-wide mailing to families of all students PreK-12.
- Principal emails to families at each building level.
- Posting on district website.
- Press release.
- KMA Radio.
- District October Newsletter.
- Posting on district website.
- Letters from Superintendent to broad-based list of community leaders and organizations.

Parent/Community Focus Groups	
Date/Time	Location
October 26, 2017 6:00 PM – 8:00 PM	Central Office Board Room
November 2, 2017 6:00 PM – 8:00 PM	Central Office Board Room

6. Planning Team Session Logistics

Strategic Planning Team Sessions		
Date/Time	Location	Food
November 28, 2017 4:00 PM – 7:00 PM	Central Office Conference Room	Beverages, Supper
TBD 4:00 PM – 7:00 PM	Central Office Conference Room	Beverages, Supper