

**Barrington Public Schools
Strategic Planning Process, 2017**

<u>Date/ Time</u>	<u>Activity Type</u>	<u>Activity</u>	<u>By & For Whom</u>	<u>Comments</u>
April 25	Superintendent Call	Prepare spring activities/ summer dates	Melissa	Completed
May 2	Superintendent Call	Review proposed process, overview of the steering committee	Melissa	Completed
May 15	SE Onsite Visit	<ul style="list-style-type: none"> Identify resources for initial environmental scan (achievement, survey data) Planning & Overview w/ Admin Team (1-3 pm) Overview Presentation to Board (4 -6 pm) 	Melissa	Completed
June 5	Invitation	Supt to invite participation in Strategic Plan Steering Committee	Completed	
By May 30	Strategic Plan Update	Short paragraph on activities for communication to School Committee, stakeholders	Completed	
June 12	2 nd Invitation	Supt to invite participation in Strategic Plan Steering Committee	Completed	
June 16	Decision	Supt and School Committee President confirm process for Steering Committee members	Supt	Completed
By June 22	Decision	Steering Committee recommended and selected	Supt, SC Pres, Principal, SC Member	Completed
By June 30	Web Presence	Link to strategic planning documents available on website	Supt	Completed
June-July	Coach Work	Data Review, Environmental Scan & Preparation for Steering Committee Work	Melissa	Completed
June-July	Communication	Leaders include strategic planning updates and calendar in summer letters, materials for back-to-school	All principals	
By July 30	Invitation Reminder	Supt to remind Steering Committee Members of meeting August 15	Supt	Completed
August 15	SE Onsite Visit	August 15, 4-6 pm <ul style="list-style-type: none"> Steering Committee Meeting 	Melissa	Completed
By September 15	Strategic Plan Update	Short paragraph on activities for communication to School Committee, stakeholders	*Melissa to Supt Supt to 1) School Committee, 2) All leaders, 3) All employees email, 4) All	

			parents email, 5) Local News, 6) Place in newsletter, 7) Post on social media All leaders should incorporate in next newsletter or other communication w/ families	
September 18-October 4		Employee Engagement Survey Parent Satisfaction Survey	Melissa, Supt	
October 4 & 5	SE Onsite Visit	October 4 <ul style="list-style-type: none"> Steering Committee Meeting, 4-6 pm October 3, 4 & 5: Focus Groups	Melissa, Supt	
By October 13	Strategic Plan Update	Short paragraph on activities for communication to School Committee, stakeholders	See * above for communication cascade	
October 18 & 19	SE Onsite Visit	October 18, 4-6 pm <ul style="list-style-type: none"> Steering Committee Meeting October 19 <ul style="list-style-type: none"> School Committee Update, if desired 	Melissa	
November 8 & 9	SE Onsite Visit	November 9 <ul style="list-style-type: none"> Steering Committee Meeting, 4-6 pm 	Melissa	
By November 30	Strategic Plan Update	Short paragraph on activities for communication to School Committee, stakeholders	See * above for communication cascade	
December 7	SE Onsite Visit	December 6 <ul style="list-style-type: none"> Community Gallery walk of draft plan components, 4-7 pm December 7, 4-6 pm <ul style="list-style-type: none"> Additional Steering Committee Meeting (if needed) 	Supt/Melissa	
December 14th		School Committee approval of strategic plan	Supt	