

**Harrison School Board – District #36  
Roundtable Committee – September 23, 2008**

President L. Amettis called the roundtable committee meeting to order at 6:07 p.m.

Upon roll call –

Present: Mrs. Mayer, Mr. Nothdorf, Mrs. Parks, Mrs. Amettis  
Mr. Wood arrived at 6:08, Mr. Watkins arrived at 6:16, Mr. Sell arrived at 6:52

Absent: none

Also Present: Dr. Schewe, Dr. Schwicardi, Dr. Gildea (arrived at 6:20), Mrs. Huff, Mrs. Helfand, Miss Frankel

Dr. Bill Schewe and Dr. Susan Schwicardi, from S & S Educational Consulting, gave a presentation on the Strategic Plan Process. Dr. Bill Schewe is a retired Superintendent of Villa Park #45, and Dr. Susan Schwicardi is a retired Assistant Superintendent of Villa Park #45. They have been doing this for 12 years at their district currently with more than 3600 students. Working on a positive relationship now can earn greater voter support for future needs. With a Strategic Plan, we can get a feel for our schools, what we are doing well, and what needs improvement.

Most of the key work in the Strategic Plan Process is done in small groups with a trained facilitator. A Strategic Plan strengthens relationships between staff, parents and the community. Everyone is included and very involved – teachers, para-professionals, custodians, secretarial, kitchen staff, No-one should dominate the small group.

There are eight basic steps/dates.

1. Set all dates (data collection, Strategic Plan day) – Sept./Oct.
2. Develop an invitation list (staff, parents, community) – Oct.
  - a. Be sure to have one/two people from each subgroup (Jr. High teachers, elementary teachers, custodians, cooks, secretarial, support staff, teacher association, mayor, city trustees, fire department, police department, community groups, high school (superintendent, principal, department chairs), churches, etc.
3. Advertise, send out invitations – Oct.
  - a. Newsletter, website, church bulletins, senior center, parochial school teachers,
  - b. Include as much diversity as possible
4. Prepare surveys (staff, students, parents) – Oct.
  - a. Be consistent year to year for better comparisons
  - b. Student surveys begin in grade 3 (younger not really able to get reliable data)
  - c. Older students usually better in written surveys than focus groups
  - d. Measure against gallop polls
  - e. Measure against area schools
5. Data collection (conduct focus groups, survey results) – Oct./Nov.
  - a. Show all goals
  - b. Give focus questions in advance so people have time to think about them
  - c. Be sure people are comfortable in group – no one dominates
  - d. Keep focus groups small
  - e. Look at data, pay attention to what they're saying
  - f. Show the community that the Board is listening
6. Prepare/send information packets. Host Strategic Plan Day – Dec./Jan.
  - a. Set the top priorities, major goals
  - b. Develop strategies to meet the goals, who is responsible, tentative dates
7. Write Strategic Plan draft; write/discuss/revise – Feb./April
  - a. Administration and Board review
8. Board discussion/feedback – Board approval – May/June

The Strategic Plan should be a living document, reviewing every two years. Budget / Space planning could be longer range.

#### Preparing for the Strategic Plan Session

1. Confirm Attendees
2. Develop Agenda
  - a. Review outcome of previous strategic plan
  - b. Review summaries from focus group, parent survey
3. Agenda
  - a. Review ground rules for small brainstorming groups
    - i. No one dominates conversation
    - ii. Groups value the small groups before prioritizing
  - b. Group Prioritizing (30 minutes)
  - c. Discussion / Debate (75 minutes)
  - d. Vote top 5 (15 minutes)
  - e. Post groups Top Five List
    - i. A spokesperson for each group explains priorities and answers questions from other participants
  - f. Individual voting (five votes per participant)
  - g. Determine the Top Five Priorities
  - h. Evaluation Form

Goal Areas generally do not change from year to year

Set a Strategy under each goal.

Set Activities under each goal

Who is responsible, timetable

#### Lessons Learned

1. Administer once every two years
2. Keep survey short (2-3 pages)
3. Plan one survey per family
4. Keep questions consistent
5. Encourage principals to have staff develop incentive plan for students who return the survey
6. Offer paper or online access to the survey

Dr. Schewe and Dr. Schwicardi 's rate is \$250 per hour for two consultants. They offer pre-planning services of data collection, surveys, focus groups and reporting on surveys and focus groups. They can also run a 6 hour day Strategic Planning Session as well as assist the Superintendent in Goal / Strategy / Activity Development. They would be willing to work with the District in which ever capacity the Board decided they would like help with.

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Cathy Coffey  
Secretary

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Linda Amettis  
President