

**BOARD BRIEF**

Date: March 29, 2019  
For ACTION \_\_\_\_\_  
For INFORMATION X\_\_\_\_\_  
Board Agenda: Yes \_\_\_  
No X\_\_\_

**FROM:** Clinton Page, Chief Accountability Officer

**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Cindy Anderson, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Updates to the Strategic Planning Timeline of Activities

**SUMMARY:**

As discussed at the March 7, 2019 Board Meeting, the division has drafted a timeline for the strategic planning process. This Board Brief is intended to provide an update to the timeline as it relates to the Request for Proposals (RFP) process and the identification of both the steering and larger strategic planning committee.

**BACKGROUND:**

The Code of Virginia § 22.1-253.13:6 provides that each local school board shall adopt a division-wide comprehensive, unified, long-range plan based on data collection, an analysis of the data, and how the data will be utilized to improve classroom instruction and student achievement. The plan is to be developed with staff and community involvement and is to include, or be consistent with, all other division-wide plans required by state and federal laws and regulations. Each local school board shall review the plan biennially and adopt any necessary revisions. ACPS Board policy, AF - Comprehensive Plan, implements the Code of Virginia’s requirement.

In planning for the creation of the next strategic plan within ACPS, the RFP was released on March 12, 2019. A Pre-Proposal Conference was held on March 19, 2019 to answer any specific questions potential vendors may have. Proposals must be submitted no later than 3:00 PM April 5, 2019.

The Steering Committee is currently being formed with the goal of finalizing this group by April 5, 2019.

The application for the Strategic Planning Committee has been developed and is in the final stages of completion. Given the extension in the development timeline, the window for accepting applications for the Strategic Planning Committee will now be April 8 – 30, 2019. As a result, the application review will take place in early May with final decisions still on target to be made by late May.

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The division will be seeking applicants for the Strategic Planning Committee who are interested in guiding the development of the division's strategic plan focusing on community collaboration, transparency, alignment, systems and processes and, most important, equity. The goal is to form a Strategic Planning Committee comprised of 50 people, reflecting the breadth and diversity of the ACPS community. In addition, the division is looking for committee members that are:

- Highly engaged within ACPS and willing to act as a friendly critic;
- Committed to the short- and long-term successes of the plan and the process;
- Highly knowledgeable of the history, structure, and culture of ACPS;
- Able to think holistically, creatively, strategically, and practically;
- Representative of the diversity of the school division; and
- Willing and able to commit the necessary time to the planning process

Face-to-face committee meetings will kick-off on June 12 with an orientation for the committee and an introduction to the background data and reading that committee members will independently study over the summer to prepare for the fall. Starting in September, the committee will come together once a month for 2 ½ hours to engage in the work of building the next strategic plan. Specific target dates of September 25, October 30, November 20, December 18, and January 29 have been identified. Meetings will begin at 6:00 PM and conclude no later than 8:30 PM.

### **RECOMMENDATION:**

The Superintendent recommends the School Board review the attached materials for possible planning, procedural, programmatic, and/or budgetary changes.

### **IMPACT:**

Specific action steps within the Strategic Planning Timeline have shifted slightly. The division remains on target to have all key activities identified for completion by the end of May 2019.

### **ATTACHMENTS:**

1. *Revised Strategic Planning Timeline*

### **CONTACT:**

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