

## MEMO

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**DATE:** September 5, 2019

**TO:** Clinton Page

**FROM:** Rudy Ruiz

**SUBJECT:** ACPS Strategic Planning Update

On behalf of the FourPoint Education Partners team, I am pleased to share the following update on progress to date, in the Alexandria City Public Schools strategic planning process.

Through weekly check-in calls between the FourPoint and ACPS planning team members, supported by the co-creation of timely agendas and the completion of follow-up action items, we have been able to stay on track with our strategic plan timeline (see update on p. 2).

### **Strategic Planning Committee Work**

Throughout the summer, the ACPS communications team has done an excellent job of maintaining the engagement of the Strategic Planning Committee (SPC). The communications team has sent regular e-mail messages to the SPC, which includes representatives from the ACPS School Board, fostering online discussion of the SPC workbook content.

FourPoint has prepared and shared draft materials for next month's SPC meeting at Virginia Tech.

### **Board Engagement**

In addition to the originally planned engagement sessions with the Strategic Planning Committee (SPC), family and other community stakeholder groups, and ACPS division and school team members, we have identified two opportunities to facilitate working sessions with the school board. These sessions will provide forums for school board members to help review and potentially refresh the ACPS vision, mission, and core values, as well as gaining a deeper understanding of the Board's role in strategic planning and governance.

### **Needs Assessment**

The FourPoint and ACPS planning team members have worked throughout the summer to finalize instrumentation and logistics to complete the needs assessment portion of the strategic planning process, which will proactively engage family and community members through multiple sessions at multiple times of day, at trusted locations throughout the community. As indicated on the timeline below, the assessment will be discussed at the October 23<sup>rd</sup> SPC meeting.

## Project Timeline

Activity and Phase	Date Completed
<b>Phase 1: Planning and Kick-off Meeting (Completed)</b>	
Talk with district representatives	June 2019
Submit memo outlining key decision points, engagement plan, and final timeline	June 2019
Submit draft surveys to district	June 2019
Meet with School Board, Senior Leadership, and Steering Committee (initial capacity building)	June 2019
Provide status update to district	Monthly
<b>Phase 2: Strategic Planning and Community Engagement</b>	
Receive initial data and information from district (completed)	July 2019
Submit interview and focus group participant recommendations	July 2019
Work sessions w/School Board on strategic planning, coherence, & governance	Sep. 9 & 19, 2019
<b>Strategic Planning Meeting 1: Facilitate Collection of Input for SWOT Analysis (in small groups) to Inform Needs Assessment, Identify Any Missing Voices</b>	<b>Sep. 23, 2019</b>
Conduct interviews, focus groups, and classroom observations	October 2019
Collect extant data and information	October 2019
<b>Strategic Planning Meeting 2: Share &amp; Discuss Initial Needs Assessment Findings</b>	<b>Oct. 23, 2019</b>
Analyze data from all sources	November 2019
Submit draft report	December 2019
<b>Strategic Planning Meeting 3: Goals &amp; Big Picture Measures</b>	<b>Dec. 11, 2019</b>
Submit final report	December 2019
<b>Strategic Planning Meeting 4: Objectives, Indicators, &amp; Strategies</b>	<b>Jan. 8, 2019</b>
<b>Strategic Planning Meeting 5: Sub-Committees Writing Strategies by Goal Area</b>	<b>Jan. 22, 2019</b>
Submit draft plan to board for consideration	February 2020
<b>Phase 3: Draft and Present Strategic Plan</b>	
Present draft strategic plan at public meeting	March 2020
Revise plan based on district and community feedback	March 2020
Submit final plan incorporating public feedback	April 2020
Provide performance management support	May 2020
Provide organizational development support	May 2020