



**“MSBA” Public School  
Strategic Planning Timeline Example (~ 12-14 Weeks)  
DRAFT**

Month TBD	<ul style="list-style-type: none"> <li>● <b>Superintendent/School Board Representative:</b> holds planning meeting with MSBA Staff, adopts strategic planning timeline, determines strategic planning committee membership, and processes for stakeholder input</li> </ul>
Month TBD	<ul style="list-style-type: none"> <li>● <b>School Board/Superintendent:</b> reviews strategic planning process &amp; timeline</li> </ul>
Month TBD	<ul style="list-style-type: none"> <li>● <b>Superintendent:</b> gathers school district reports, plans, budget, testing data, etc., analyzes information, prepares “State-of-the-District Report”; sends invitations to Strategic Planning Committee members; links External Stakeholder Survey to district website; promotes Internal and External Stakeholder Survey; extends invitation to Listening Sessions to students, staff, administrative team, board and community</li> </ul>
Month TBD	<ul style="list-style-type: none"> <li>● <b>MSBA:</b> Information gathering begins via External and Internal Stakeholder Surveys. Survey window dates (TBD)</li> </ul>
Month TBD	<ul style="list-style-type: none"> <li>● <b>MSBA:</b> gathers stakeholder input via “Listening Sessions” on (TBD)</li> <li>● <b>MSBA:</b> Provides link for School Board Self-Evaluation to district; a 5 to 7 day window for the Board Team (Superintendent and School Board) to complete the SBSE is identified</li> </ul>
	<ul style="list-style-type: none"> <li>● <b>MSBA:</b> analyzes stakeholder input, reviews school district reports, prepares for Strategic Planning Committee meetings, and prepares summary of stakeholder-engagement activities</li> </ul>
Approximately Two-Three Weeks Later – Month TBD	<ul style="list-style-type: none"> <li>● <b>School District:</b> hosts 1<sup>st</sup> Strategic Planning Committee meeting – “Thinking About the Future: Visioning-Related Activities” and includes Superintendent’s State of the School District Report, Stakeholder Engagement Summary, and Environmental Scan: (Must Have Analysis)</li> </ul>
	<ul style="list-style-type: none"> <li>● <b>MSBA:</b> prepares summary document in between meetings</li> </ul>
Approximately Two-Three Weeks	<ul style="list-style-type: none"> <li>● <b>School District</b> hosts 2<sup>nd</sup> Strategic Planning Committee meeting – “Developing Foundational Elements of the Strategic Plan” – Core</li> </ul>

Later – Month TBD	<p>Values, Belief Statements, Mission Statement and Vision Statement</p> <ul style="list-style-type: none"> <li>• <b>MSBA:</b> Compiles School Board Self-Evaluation Report in preparation for Month TBD Board Team Wrap-up In-service</li> </ul>
Approximately Two-Three Weeks Later – Month TBD	<ul style="list-style-type: none"> <li>• <b>MSBA:</b> prepares summary document in between meetings</li> <li>• <b>School District:</b> hosts 3rd Strategic Planning Committee meeting – “Developing the Strategic Focus Areas” Writing of goals and objectives, indicators, and measures of progress</li> </ul>
Approximately Two-Three Weeks Later – Month TBD	<ul style="list-style-type: none"> <li>• <b>MSBA:</b> prepares Strategic Plan – Plan on a Page Draft and Strategic Planning Governance Document Working Draft (district core values, beliefs, mission, vision, Focus Areas and their goals and objectives) for School Board Representative, Superintendent and Administrative Team to review and identify timelines</li> </ul>
Approximately Two-Three Weeks Later – Month TBD	<ul style="list-style-type: none"> <li>• <b>MSBA:</b> prepares revised draft of the Strategic Plan – Plan on a Page and Strategic Planning Governance Document (district core values, beliefs, mission, vision, Focus Areas and their goals and objectives)</li> <li>• <b>MSBA:</b> Compiles School Board Self-Evaluation Summary</li> </ul>
Approximately Two-Three Weeks Later – Month TBD	<ul style="list-style-type: none"> <li>• <b>School Board:</b> reviews draft Strategic Plan – Plan on a Page</li> <li>• <b>MSBA:</b> Conducts Board Team In-service on roles and responsibilities for implementing the Strategic Plan utilizing the Plan on a Page and the School Board Self-Evaluation Full Report</li> </ul>
Date TBD	<ul style="list-style-type: none"> <li>• <b>Board:</b> adopts the Strategic Plan</li> </ul>
Date TBD	<ul style="list-style-type: none"> <li>• <b>Superintendent and staff:</b> develop action plans (activities, assign responsibility, timeline), and prepare monitoring schedule</li> </ul>
Date TBD	<ul style="list-style-type: none"> <li>• <b>School Board Team:</b> reviews Plan on a Page and School Board Self-Evaluation summary and establishes goals for the School Board and goals for the Superintendent based on the Strategic Plan</li> </ul>
Ongoing	<ul style="list-style-type: none"> <li>• <b>Superintendent:</b> updates School Board per the Strategic Plan Monitoring Schedule</li> </ul>
One Year After Implementation of Strategic Plan	<ul style="list-style-type: none"> <li>• <b>MSBA:</b> holds accountability meeting (Approximately one (1) year after plan implementation)</li> </ul>