



**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING - BOARD OF EDUCATION  
Hartland Educational Support Service Center  
August 19, 2024 – 6:30 p.m.**

**AGENDA**

*This meeting is a meeting of the Board of Education in public for the purpose of conducting the Hartland School District's business and is not to be considered a public community meeting.  
There is a time for public participation during the meeting as indicated on the agenda. Guests are expected to act with civility and not interrupt this school business meeting. This meeting may be recorded.  
Anyone being disruptive will be asked to leave.*

I. Call to Order, 6:30 p.m., Boardroom, Hartland Educational Support Service Center

- A. Pledge of Allegiance
- B. Election of Secretary and Treasurer
- C. Approval of Agenda/Items for Discussion
- D. Consent Agenda

*The following items are items of a routine nature normally approved at Board meetings and will be approved by one vote unless a board member desires to have a separate vote on any item.*

- 1. Approval of Minutes – July 22, 2024 Organizational Meeting
- 2. Payment of Invoices
- 3. New Hires

E. Superintendent's Report

- 1. Introduction of New Hires
- 2. Spring 2024 Athletic Update
- 3. Bond Update

F. Call to the Public

*This portion of the agenda is for citizens to address any questions or comments to the Board. Attendees must register their intention to participate in the public participation portion of the meeting prior to the start of the meeting. Individuals may not register others to speak during public participation.*

***The Board will listen and take comments and questions under advisement but will not respond at this time. The presiding officer will refer questions to the superintendent for investigation and respond at a later date.***

*Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments. Each speaker may be limited to three (3) minutes. No participant may speak more than once.*

G. Committee & Building Reports

II. Action Items

- A. HCS Strategic Plan

III. Discussion Items

- A. Superintendent Evaluation Planning
- B. Superintendent Contract

IV. Information Items

- A. Future meetings: September 16, 2024, Regular, 6:30 p.m., Boardroom, Hartland Educational Support Service Center
- B. Information Items

V. Closed Session – Legal Consultation: Proposed DOJ Monitoring Agreement

VI. Adjournment

**DETAILED AGENDA**

**I. CALL TO ORDER**

President Glabach will call the meeting to order at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

**I.A. PLEDGE OF ALLEGIANCE**

**I.B. ELECTION OF OFFICERS**

President Glabach will call for nominations for the office of Secretary.

(Recommended action): I nominate \_\_\_\_\_ for the office of Secretary.

- President Glabach will ask if there are any other nominations for the office of Secretary.
- Once all nominations are tendered, President Glabach will call for a vote for the office of Secretary, in the order nominations were received.
- Once a candidate has been elected (receives four or more votes), President Glabach will commence with the election of a Treasurer, following the same procedure.

**I.C. APPROVAL OF AGENDA/ITEMS FOR DISCUSSION**

(Recommended action): That the agenda for the August 19<sup>th</sup> regular meeting be approved.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

**I.D. CONSENT AGENDA**

(Recommended action): That the consent agenda for the August 19, 2024 regular meeting be approved.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

**1. APPROVAL OF MINUTES – JULY 22, 2024**

(Recommended action): That the minutes of the July 22, 2024 organizational meeting be approved.

**2. PAYMENT OF INVOICES**

(Recommended action): That the Board of Education, upon the recommendation of the Chief Financial Officer, approves the financial report as of July 31, 2024, and the payment of invoices totaling \$3,992,559.18 and payroll obligations totaling \$3,362,389.93.

**3. NEW HIRES**

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, offers a probationary teaching contract for the 2024/25 school year, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable, to Logan Balog (FIS), Maggie Reed (MS), Taylor Vitori (FIS).

**I.E. SUPERINTENDENT'S REPORT**

1. Introduction of New Hires
2. Spring 2024 Athletic Update
3. Bond Update

**I.F. CALL TO THE PUBLIC**

**I.G. COMMITTEE & BUILDING REPORTS**

**II.A. HCS STRATEGIC PLAN**

(Recommended action): That the Board of Education, upon the recommendation of the Board President, will pursue a process for creation of a district strategic plan through MASB consultant resources.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

III.A. SUPERINTENDENT EVALUATION PLANNING

For discussion

III.B. SUPERINTENDENT CONTRACT

For discussion

IV.A. FUTURE MEETINGS

September 16, 2024, Regular, 6:30 p.m., Boardroom, Hartland Educational Support Service Center

IV.B. INFORMATION ITEMS

V. CLOSED SESSION – LEGAL CONSULTATION: DOJ PROPOSED ONGOING MONITORING AGREEMENT

(Recommended action): That the Board of Education meet in closed session with its attorney to hear an update about the status of, and the potential for, accepting and entering into an extension to the monitoring agreement with the U.S. Department of Justice, for which the matter remains open.

VI. ADJOURNMENT

Hartland Consolidated Schools  
Regular Organizational Meeting-Board of Education Minutes- PROPOSED  
July 22, 2024

Members present: K. Coleman, C. Costa, C. Shaw, M. Blondeel, G. Keller  
Members absent: M. Glabach, G. Gogoleski  
Admin. Present: C. Hughes, R. Bois, K. Gregory, C. Hayes, M. Marino, A. Howerton, J. Reck, D. Hottum, M. Frasier  
Guests: T. Preiss, K. Gregg, E. Nikitin, S. Wood, A. Frye, L. Parsons, K. Jackson, L. Jackson, C. Miller,  
M. & M. Blythe, T. Blythe, T. Underwod, M. Bytle, L. McFarland, T. Priest, Kelly, L. Moore,  
S. Boyd, M. Boyd, J. Scott, L. Leitch, J. Ohashi, Terri, B. Tonkovich

Superintendent Hughes called the meeting to order at 6:30 p.m. in the Boardroom of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

### **ELECTION OF OFFICERS**

Superintendent Hughes called for nominations for the office of President.

Cindy Shaw nominated Meghan Glabach. No other nominations were presented.

Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes

**Mrs. Glabach was elected President 5-0.**

Superintendent Hughes called for nominations for the office of Vice President.

Michelle Blondeel nominated Greg Keller.

Chris Costa nominated Kristin Coleman.

*Vote for Greg Keller:*

Shaw: no, Costa: no, Keller: yes, Blondeel yes, Coleman: no

Nomination failed 2-3.

*Vote for Kristin Coleman:*

Shaw: yes, Costa: yes, Keller: yes, Blondeel: yes, Coleman: yes

**Mrs. Coleman was elected Vice President 5-0.**

Vice President Coleman called for nominations for the office of Treasurer.

Cindy Shaw nominated Chris Costa.

Michelle Blondeel nominated Greg Keller.

*Vote for Chris Costa:*

Shaw: yes, Costa: yes, Keller: no, Blondeel: no, Coleman: yes

Nomination failed 3-2.

*Vote for Greg Keller:*

Shaw: no, Costa: no, Keller: yes, Blondeel: yes, Coleman: no

Nomination failed 2-3. **Chris Costa will remain Treasurer until the August meeting.**

Vice President Coleman called for nominations for the office of Secretary.

Michelle Blondeel nominated Glenn Gogoleski.

Chris Costa nominated Cindy Shaw.

*Vote for Glenn Gogoleski:*

Shaw: no, Costa: no, Keller: yes, Blondeel: yes, Coleman: no

Nomination failed 2-3.

*Vote for Cindy Shaw:*

Shaw: yes, Costa: yes, Keller: no, Blondeel: no, Coleman: yes

Nomination failed 3-2. **Cindy Shaw will remain Secretary until the August meeting.**

### **7/22/24 AGENDA APPROVED**

Motion by Costa, supported by Shaw, that the Agenda for the July 22, 2024 organizational meeting be approved.

Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes

Motion carried 5-0.

### **6/17/24 CONSENT AGENDA APPROVED**

Motion by Shaw, supported by Costa, that the consent agenda for the June 17, 2024 regular meeting be approved.

Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes

Motion carried 5-0.

#### **1. 6/17/24 MINUTES APPROVED**

That the minutes of the June 17, 2024 regular meeting be approved.

#### **2. PAYMENT OF INVOICES**

That the Board of Education, upon the recommendation of the Chief Financial Officer, approves the financial report as of June 30, 2024, and the payment of invoices totaling \$2,897,438.29 and payroll obligations totaling \$3,928,352.65.

#### **3. NEW HIRES**

That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, offers a probationary teaching contract for the 2024/25 school year, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable, to: Michelle Blythe (MS), Jenna Ling (VES), Christina Miller (LES), and Juliana Spagnolo (RES).

#### **4. MEMBERSHIP IN MHSAA (SEE ATTACHED)**

That the Board of Education, upon the recommendation of the Superintendent and the Athletic Director, approves the district's membership in the Michigan High School Athletic Association for the 2024/2025 school year.

#### **5. ADOPTION OF BOARD MEETING DATES - 2024-2025 (SEE ATTACHED)**

That the Board of Education adopts the proposed meeting dates for 2024/2025 as presented.

#### **6. AUTHORIZATION OF DESIGNEES FOR BANKING FUNCTIONS**

That the Board of Education, per bylaw 0154, designates any officer or administrator designee to perform banking functions as listed.

#### **7. AUTHORIZATION FOR POSTING NOTICES**

(Recommended action): That the Superintendent, or his designee, will designate an appropriate, available person in each location to post notices of public meetings.

### **SUPERINTENDENTS REPORT**

Superintendent Hughes noted the District breakfast will be on August 12<sup>th</sup> at 7:30 a.m. and school starts on the 14<sup>th</sup>. He reminded everyone that the district is working on transportation concerns and will hold a meeting on August 8<sup>th</sup> in the Boardroom to answer any questions.

Superintendent Hughes introduced Principal Howerton, Principal Reck, Principal Frasier, and Principal Hottum to introduce the new hires.

Matt Marino gave an update on the Bond projects.

### **CALL TO THE PUBLIC**

Members of the public addressed the Board.

### **COMMITTEE & BUILDING REPORTS**

The Board members reviewed their Committee meeting discussions.

### **2024-2025 PARENT/STUDENT HANDBOOKS**

Motion by Keller, supported by Blondeel, to change the language under Anti-Harassment and Sexual Harassment from "reports of harassment *are* subject to disclosure" to "reports of harassment *may be* subject to disclosure".

Shaw: yes, Costa: yes, Keller: yes, Blondeel: yes, Coleman: yes

Motion carried 5-0.

Motion by Shaw, supported by Costa, that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel & Student Services, approves the Secondary, Intermediate, and Elementary 2024/2025 Parent/Student Handbook changes as presented.

Shaw: yes, Costa: yes, Keller: yes, Blondeel: yes, Coleman: yes  
Motion carried 5-0.

**ADDITION TO SECONDARY 2024-25 PARENT/STUDENT HANDBOOK: OPTION A, B, OR C**

Motion by Shaw, supported by Blondeel, that the Board of Education approves the bathroom protocol (A) for the 2024-25 Secondary Parent/Student Handbook as presented.

Shaw: yes, Coleman: yes, Costa: no, Keller: yes, Blondeel: yes  
Motion carried 4-1.

**REVISED POLICY #1241: NON-REEMPLOYMENT OF THE SUPERINTENDENT**

Motion by Keller, supported by Blondeel, to postpone this agenda item.

Shaw: no, Coleman: yes, Costa: no, Keller: yes, Blondeel: yes  
Motion failed 3-2.

Motion by Shaw, supported by Keller, that the Board of Education, upon the recommendation of Greg Keller, approves revised policy #1241 as presented.

Shaw: no, Coleman: no, Costa: no, Keller: yes, Blondeel: yes  
Motion failed 2-3.

**SCHOOL BOND LOAN FUND**

Motion by Shaw, supported by Costa, that the Board of Education, upon the recommendation of the Chief Financial Officer, approves the School Loan Revolving Fund Annual Application as presented.

Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes  
Motion carried 5-0.

**TEACHER EVALUATION PROCESS**

Motion by Costa, supported by Shaw, that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel and Student Services, approves the negotiated teacher evaluation instrument as presented.

Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes  
Motion carried 5-0.

**PLAYGROUND EQUIPMENT PURCHASE – 51 BUILDING**

Motion by Shaw, supported by Costa, that the Board of Education, upon the recommendation of the Superintendent and the Director of Community Education, approves the playground equipment purchase as presented.

Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes  
Motion carried 5-0.

**HCS STRATEGIC PLAN**

The Board discussed a possible strategic planning session as recommended by MASB.

**FUTURE MEETINGS**

Kristin Coleman noted that the date for the August meeting will be August 19, 2024, 6:30 p.m., in the Boardroom at the Hartland Educational Support Service Center.

**ADJOURNMENT**

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,



Cindy Shaw  
Board Secretary



Renee Braden  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS  
BOARD MEETING ON AUGUST 19, 2024  
EXPENDITURES FOR THE MONTH OF JULY 2024**

**Check registers and ACH payments:**

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
07/03/2024	A/P Check Run	\$ 96,153.09	\$ 784.57	\$ 170.34	\$ 21,067.50		\$ 5,118.25	\$ 123,293.75
07/11/2024	A/P Check Run	\$ 133,066.63	\$ 7,447.80		\$ 152.50		\$ 32,570.86	\$ 173,237.79
07/16/2024	A/P Check Run	\$ 603.19						\$ 603.19
07/18/2024	A/P Check Run	\$ 777,921.96	\$ 210.00		\$ 2,303,271.64	\$ 300.00	\$ 693.99	\$ 3,082,397.59
07/25/2024	A/P Check Run	\$ 382,037.37	\$ 2,708.32		\$ 13,950.00		\$ 14,758.43	\$ 413,454.12
07/26/2024	A/P Check Run	\$ 728.50						\$ 728.50
07/10/2024	Merchant Fees	\$ 15,115.04						\$ 15,115.04
07/31/2024	Bank Fees	\$ 1,159.66						\$ 1,159.66
07/02/2024	EDUSTAFF - ACH	\$ 3,567.44						\$ 3,567.44
07/05/2024	EDUSTAFF - ACH	\$ 79,678.05						\$ 79,678.05
07/19/2024	EDUSTAFF - ACH	\$ 69,146.49						\$ 69,146.49
07/24/2024	Arbiter - Ref Deposit	\$ 7,500.00						\$ 7,500.00
07/23/2024	Soccer Kets	\$ 202.50						\$ 202.50
07/25/2024	PNC VISA - ACH	\$ 22,475.06						\$ 22,475.06
<b>TOTAL</b>		<b>\$ 1,589,354.98</b>	<b>\$ 11,150.69</b>	<b>\$ 170.34</b>	<b>\$ 2,338,441.64</b>	<b>\$ 300.00</b>	<b>\$ 53,141.53</b>	<b>\$ 3,992,559.18</b>

**Payroll and Benefit expenses:**

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
7/5/2024	7/5/2024 PAYDATE	\$ 703,168.52	\$ 235,816.92	\$ 36,500.07	\$ 411,402.30	\$ 41,053.72	\$ (545.56)	\$ 1,427,395.97
7/19/2024	7/19/2024 PAYDATE	\$ 692,450.03	\$ 232,089.39	\$ 35,853.86	\$ 407,544.35	\$ 40,497.37	\$ (545.56)	\$ 1,407,889.44
7/24/2024	JULY UAAL				\$ 521,755.80			\$ 521,755.80
JULY HLTH EQ CLAIMS							\$ 5,348.72	\$ 5,348.72
<b>TOTAL</b>		<b>\$ 1,395,618.55</b>	<b>\$ 467,906.31</b>	<b>\$ 72,353.93</b>	<b>\$ 1,340,702.45</b>	<b>\$ 81,551.09</b>	<b>\$ 4,257.60</b>	<b>\$ 3,362,389.93</b>

New Hire  
August 19, 2024

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Logan Balog

**EDUCATION:** B.A., Oakland University, 2022

**MAJOR:** Integrated Science

**MINOR:**

**CERTIFICATIONS:** Interim Teaching Certificate with an endorsement in (DI) 6-12.

**EXPERIENCE:** Logan taught as an apprentice teacher at Hartland Middle School from October 2023 until May of 2024 through the Talent Together Program. Prior to that Logan worked as a substitute teacher with EduStaff.

**SALARY STEP:** BA+20, Step 1

**ASSIGNMENT:** Sixth Grade at Farms Intermediate School

**Recommended Action:**

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Logan Balog for the 2024-2025 school year, at the Step 1, BA+20 salary tract, (\$47,846), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.



New Hire  
August 19, 2024

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Maggie Reed

**EDUCATION:** B.A., University of Michigan, 2024

**MAJOR:** Choral Music

**MINOR:** Music Education

**CERTIFICATIONS:** Standard Teaching Certificate with an endorsement in (JQ) Music Education.

**EXPERIENCE:** Maggie began her student teaching in 2024 at Clague Middle School and Burns Elementary School in Ann Arbor. From March through May of 2024 Maggie was the Music Director at the Professional Youth Theater of Michigan located in Ypsilanti. From 2021 to 2024 Maggie was an office assistant at Living Arts Engine in Ann Arbor.

**SALARY STEP:** BA, Step 1

**ASSIGNMENT:** Choral/General Music at Hartland Middle School

**Recommended Action:**

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Maggie Reed for the 2024-2025 school year, at the Step 1, BA salary tract, (\$44,812), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire  
August 19, 2024

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Taylor Vitori

**EDUCATION:** B.A., Madonna University, 2024

**MAJOR:** Elementary Education

**MINOR:**

**CERTIFICATIONS:** Standard Teaching Certificate with an endorsement in (ZG) K-8 all subjects.

**EXPERIENCE:** Taylor began her student teaching in January 2024 at Randolph Elementary in Livonia. Prior to that Taylor was a long-term substitute with Farmington Public Schools in an ASD Level IV self-contained classroom

**SALARY STEP:** BA, Step 1

**ASSIGNMENT:** Sixth Grade at Farms Intermediate School

**Recommended Action:**

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Taylor Vitori for the 2024-2025 school year, at the Step 1, BA salary tract, (\$44,812), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.



**MASB**  
MICHIGAN ASSOCIATION  
OF SCHOOL BOARDS

**INFO@MASB.ORG | MASB.ORG | 517.327.5900**

**1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249**

Dear President Glabach and Members of the Board of Education:

Please accept this proposal for strategic planning services. The Michigan Association of School Boards (MASB) would consider it an honor to assist the Hartland Consolidated Schools Board of Education in the development of your next strategic plan.

More and more board members are asked to solve complex district problems, cut budgets and elevate teaching and learning; all with shrinking funds. Often times, the best decision is the most difficult one and having a strategic plan by which to guide you can make all the difference.

The key to MASB's success is paramount: we're committed to serving boards of education. Why should this matter to you?

MASB's commitment to serving boards of education, and by extension communities, means that we won't stop working until Hartland Consolidated Schools has a strategic plan to guide the District through the next 3-5 years.

MASB is familiar with the unique needs of Hartland Consolidated Schools and will work closely with the Board to customize a process that engages all stakeholders.

MASB's facilitators have extensive experience in strategic planning; specifically with public school districts. This translates to a process designed to address the many lessons learned over the years regarding areas like: retreat team composition, stakeholder outreach, and implementation obstacles.

Like your district, MASB is dedicated to continuous improvement and has added an implementation component to its planning process to better serve the changing needs of districts.

We hope to have the opportunity to work with you and the Hartland Consolidated Schools community to develop a plan that ultimately prepares your students for their future. Please know that when you hire MASB, you hire an entire association of professional staff. Don't hesitate to contact me should you require additional information prior to making this important decision.

Most sincerely,

Debbie Stair, Assistant Director of Leadership Development  
O: 517.327.5904 | C: 248.770.2752 | dstair@masb.org

### TIMELINES

A comprehensive strategic planning process can be completed in 3-4 months. The proposed timeline will be developed to best suit the needs of the District. Beginning the strategic planning process soon will provide the greatest opportunity to impact the 2024-25 school year and beyond.

### ***Cost***

The cost for the strategic planning process with MASB facilitating the total process including the completion of the input process and summary, described in this proposal is \$10,825.40 inclusive of all expenses (i.e. mileage, meals, overnights, etc.). Fifty-percent of the total fee is due upon signing of the agreement and the remainder is due at the end of the process.

This proposal is good for 6 months from the date provided.

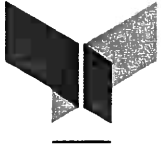
### ***Questions***

For questions about this proposal or the Data-based Strategic Planning Process, please contact:

Debbie Stair  
Assistant Director of Leadership Development  
517-327-5904  
dstair@masb.org



for WCS



**MASB**  
MICHIGAN ASSOCIATION  
OF SCHOOL BOARDS

**INFO@MASB.ORG | MASB.ORG | 517.327.5900**  
**1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249**

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# ***Proposal for Data-Based Strategic Planning Services***

## ***For***

Prepared by Debbie Stair  
Assistant Director of Leadership Development  
July 9, 2024

## ***Strategic Planning Process***

School districts today are challenged to do more than ever before with scarce resources so planning for the future is more important than ever. MASB's Data-based Strategic Planning Process will address three key questions for your district:

- ➔ **Where is the District now?**
- ➔ **Where is the District going?**
- ➔ **How will the District get there?**

Data-based Strategic Planning establishes priorities, focuses energy and resources, strengthens operations and ensures all stakeholders are working toward the achievement of common goals for the District.



## ***Why Michigan Association of School Boards?***

MASB has facilitated strategic planning processes and goal-setting processes with over 100 school districts. Our facilitators have extensive experience in strategic planning as well as backgrounds in education and/or board service. These dual competencies uniquely position MASB to customize a strategic planning process that 'fits' your district.

The following key assumptions are made when we propose when partnering with a school district to facilitate a strategic planning/renewal process:

The process must be customized to align with the district's specific needs and incorporate current plans and processes

Board of Education members must be an integral part of the process – providing input, support and commitment

The process must be transparent and inclusive of all stakeholders



Quantitative data must be used with perceptive data to guide the district in identifying priority goals/strategies

The process must include development/renewal of the vision, mission and belief statements

The strategic plan must guide allocation of all District resources

The process must include a framework to ensure implementation and evaluation

### ***Deliverables***

MASB's Data-based Strategic Planning Process includes:

A pre-planning session with the Superintendent

A facilitated conversation with the Board of Education and District Administrators to gain input

Up to six face-to-face focus group input sessions with stakeholders. i.e. staff, parents, community members, etc.

One virtual focus group for all stakeholders

A summary and analysis of stakeholder input (qualitative/perceptual data)

Educational data report (quantitative data) including 5-year district trend data comparing the District with five reference districts and state averages

Planning and facilitation of strategic planning retreat for approximately 40 planning team members

Planning and facilitation of implementation workshop with key staff

Written documentation summary of the planning process

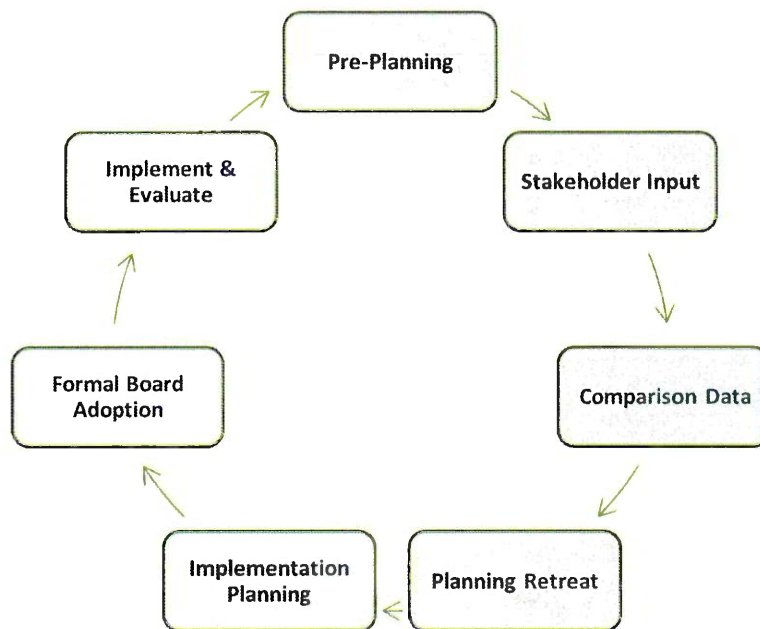
An executive summary of the strategic plan

Recommendations for development of a board monitoring calendar

Templates for a press releases and communications



## ***Fundamentals of the Process***



### **PRE-PLANNING**

The pre-planning phase begins with a brief presentation at a regularly scheduled Board of Education meeting if desired. A work session will be scheduled with the Board and the Administration as well to review the strategic planning process and to provide opportunity for input.

### **COMMUNITY AND STAFF INPUT**

Staff, community, student and parent input will be gathered through focus group sessions as well as an electronic collector. The survey instrument will be administered by MASB, ensuring that all responses are anonymous.

Input questions are open-ended by design and focus on:

- Strengths of the district
- Opportunities for improvement
- Barriers to implementation
- Vision for the district





### EDUCATIONAL DATA REPORT

Trend and comparison data will be provided and explored. This includes:

- Student Enrollment and Demographics
- Student Learning
- Financial
- Personnel

The data will be compared to state averages as well as five reference districts to be chosen by the Board and Superintendent.

### STRATEGY FORMULATION

Strategy formulation occurs at the facilitated Strategic Planning Team Retreat. An 8-hour strategic planning team retreat generally includes:

- Environmental Scan
- Review current status/progress of district
- Develop/renew/review vision, mission and beliefs
- Review educational data audit summary
- Review stakeholder input summary
- Identify key strategic goal areas
- Identify 12-18 month priorities for each strategic goal
- Develop goal statements
- Communicate plan for implementation and process forward

The planning team varies but most often consists of board members, superintendent, select administrators and representatives from teachers, staff, students and community. MASB will work closely with the District to ensure the diversity of stakeholder groups is represented.

### IMPLEMENTATION/EVALUATION

MASB provides facilitation of an implementation workshop with key staff members and school improvement team leaders as well as recommendations for the implementation of the strategic plan. The implementation plan will include timelines and a Board monitoring calendar. The Superintendent and key staff will be responsible for carrying out plan implementation.

