

Day1

DAY ONE	Activity (What?)	Description (How?)	Objective (Why?)	Who?
9:00-9:05	Call to Order and Attendance (5 min)			Sarah
	Conflict of Interest Reminder			Sarah
9:05-9:10	Welcome (5 min)	Board member and Andrew welcomed group, expressed importance of session and appreciation for attendance, introduce facilitator		Sara/ Andrew
9:10-9:20	Wordle activity/ Introduction of Participants	A Wordle is a visual tool with "word clouds" from text. The clouds give greater prominence to words that appear more frequently in the source text. Facilitator presented Wordle created from all of the verbatim comments from all four surveys and small group pre-work. Participants introduced themselves and stated one word that stands out the them on about the world		Elana
9:20-9:40	Strategic Planning Process Overview (20 min)	-Facilitator's role (Elana) -Expectations of participants (Elana) -Group norms/ How decisions will be made (Elana) -High level overview of strategic planning , why strategic planning is important, and provide examples of how finished strategic plan will look (Elana)	Review key data points	Elana
9:40- 10:10	Review of Research/ Summary of pre-work (30 min)	-Reviewed additional research conducted (coffee chats, comparable schools strategic plans) (Sara) -Reviewed teacher inservice (Andrew) -Presentation/ discussion about PLP's key outcomes, core values, culture, interpretation of the survey data, review of consolidated small group document. This will be posted in room to refer to as we complete all activities throughout the remainder of the session (Bill)		Sara, Andrew, Bill
10:10-10:30	Mission Statement Large Group Discussion (20 min)	- Reviewed research on other schools mission statements (Jeremy) -Discussed components of an effective mission statement (Elana) -Reviewed survey results on current mission statement (Elana) -Discussed what is working/isnt working/needs to be changed (Elana)	To analyze current mission statement, and develop understanding of what an effective mission statement looks like	Elana, Jeremy Whole Group
10:30- 10:40	Break			
10:40-11:10	Mission Statement Small Group Discussion (30 min)	Elana explained that the components of the mission statement was going to be created by this group and then each school leader created a vision for their school to be presented at the board meeting one month from now. Groups were divided into 4 groups and began working on components of mission statement. Groups worked together to answer the following questions (examples will be provided so this instructions are clear.) Who? (Who are we? What is unique about us? Who do we serve?) What? (What do we want to accomplish? What is our purpose?) How? (How are we going to accomplish it?) Why? (So what? Why do we want to accomplish it? For what reason?)	To determine critical elements of mission statement	4 small groups
11:10-11:40	Report Back to Large Group/ Large Group Discussion (30 min)	Small groups reported back their responses to the large group, discussed their responses, and reached a large group consensus on the previous questions. There was a piece of paper for each category (who, what, how, why) displayed to help teams write mission statement drafts.		Representative From Each Group
11:40-12:10	Small Group Activity to formulate mission statement (30 min)	Using information from previous exercise (Who, What, How, Why) each small group formulated a mission statement using the following formula: "PLP is _____ (who) _____ that _____ (does what?) _____ by _____ (how) _____ in order to/ so _____ (why) _____" Written on large paper to be shared with large group	Present different mission statement options	4 small groups
12:10-12:20	Report Back to large group	Each small group shared their mission statement draft with the large group- Kristen will take drafts and "wordsmith" to formulate possible mission statement to share with group tomorrow morning		
12:20-1:00	LUNCH (40 min)			
1:00-1:10	Explanation of next activity			Elana
1:10-1:40	Small group activity to develop high level goals (to support mission statement and most important outcomes) (30 min)	Participants were divided into four groups to determine a list of high level goals to support our mission based on the background information provided (no more than 5 each). Groups wrote their priorities on separate 5 X 7 Cards:	Each team will determine up to 5 priorities to support PLP's mission	4 small groups
1:40-3:10	Report Back to Large Group/ Large Group Discussion (each group will have approximately 20 minutes- a break will be given after the second group)	-Each small group shared their top goals and received feedback from large group. -Each goal was measured by the following criteria: 1. Does this goal align with our mission statement? 2. Is this goal aligned with our core values? 3. Does this goal support our key outcomes? 4. Is this goal supported by key stakeholder data? 5. What are the pros/cons of this goal? 6. Who will be impacted by this goal? 7. How difficult will this goal be to implement?	Large group discussion about all possible objectives	Representative From Each Group / Elana
3:10-3:30	Force Rank Priorities	Each participant had five sticky dots and chose five individual goals or place multiple dots on goals they felt were most important.	Determine top 7 strategic objectives	Individual Participant
3:30- 4:00	Close Day/ Instructions for Tomorrow			