

Willow Run Community Schools

# Planning Task Force

2004-05

Dr. Douglas Benit, Superintendent

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## **Willow Run Community Schools**

### **Planning Task Force Meeting Agenda**

**January 24, 2005**

- 6:00 p.m. Welcome and Introductions
- 6:10 p.m. Review of Planning Initiative and Task Force Charge
- 6:25 p.m. “What Are We Getting Ready For?” - An External Scan of the Environment
- 6:55 p.m. Overview of the Willow Run Community Schools – An Internal Scan
- Programs and Services
  - Current Status
  - Existing District Goals
- 7:20 p.m. Stakeholder Groups – Needs and Expectations
- 7:45 p.m. Break
- 7:55 p.m. Opportunities and Threats
- 9:00 p.m. Adjourn

**Willow Run Community Schools  
Planning Time Line**

<b>Dates</b>	<b>Activities</b>
December, 2004	Planning Task Force members appointed; commitments secured for attendance at scheduled meetings
January 24, 2005	First Planning Task Force meeting - Agenda items to include: <ul style="list-style-type: none"> <li>- Task force charge</li> <li>- Overview of planning concepts and elements; Board, administrative and staff roles in the planning process</li> <li>- External and Internal scans of the environment – overview of 1997-2002 Strategic Plan - current status</li> <li>- Stakeholder groups – Needs and expectations</li> <li>- District opportunities and threats</li> </ul>
January 31, 2005	Second Planning Task Force Meeting - Agenda to include: <ul style="list-style-type: none"> <li>- Review of identified needs, expectation, opportunities and threats</li> <li>- Vision and Mission statement development</li> <li>- Guiding Principles and Values – initial brainstorming</li> </ul>
February 7, 2005	Third Planning Task Force Meeting - Agenda to include: <ul style="list-style-type: none"> <li>- Review final drafts of statements of Vision and Mission</li> <li>- Complete work on Guiding Principles and Values</li> <li>- Develop Indicators of Success for the district</li> <li>- Identify district Focus Areas</li> </ul>
February 14, 2005	Fourth Planning Task Force Meeting – Agenda to Include: <ul style="list-style-type: none"> <li>- Review all work product developed to date Make modifications as deemed necessary</li> <li>- Review next steps in process</li> </ul>
February - March 2005	Admin. staff workshop on development of administrative elements of the plan – Measures, Standards, Strategies, Action Planning
March 14, 2005	Final Planning Task Force Session - Agenda to Include – <ul style="list-style-type: none"> <li>- Review completed plan document – modify as necessary</li> <li>- Review communication plan</li> </ul>
March 24, 2005	Presentation of Task Force report to Board

## **Willow Run Community Schools Planning Task Force**

### Charge to the Task Force

#### **Background:**

The Willow Run Community Schools has determined the need for a comprehensive, dynamic, district planning process. It is believed that the implementation of said planning process is essential to the future success of the district. It is obvious that the future will bring unprecedented complexity at an ever-increasing rate of speed, and that the district must be in a position to respond effectively to these challenges. It is important that this planning effort, and the resulting plan document, be developed with broad school and community involvement to guarantee the best and most comprehensive thinking possible on behalf of current and future students. To that end, the Willow Run Community Schools Planning Task Force has been formed.

#### **Responsibilities of the Task Force:**

The Planning Task Force is hereby charged with the following:

1. Develop a working understanding of the various elements of a sound and successful planning process.
2. Utilize a planning process that incorporates the planning elements in a meaningful and well-coordinated fashion and defines appropriate roles for board, staff and community.
3. Develop the initial elements of the plan for recommendation to the administration and board—vision, mission, guiding principles and values, focus areas, and indicators of success.
4. Ensure the plan elements are clear and coherent so that all members of the school community may understand
  - the interrelated nature of the plan's component elements,
  - the plan's intent, and
  - how their efforts to serve children support achievement of the district's mission.
5. As part of the process, complete and incorporate a calendar for perpetual review of the plan's elements.

6. Recommend ways in which the plan and planning process may be integrated with existing school budgeting, planning and improvement initiatives.

**Timeline:**

Complete the development of the process and initial elements of the plan for recommendation to the board prior to April 2005.

**Membership:**

Members of the Task Force will be appointed, to include representation from the board, faculty, staff and community.

**Reporting Relationship:**

The Task Force will make recommendations to the Superintendent and the Board of Education.

**Board and Executive Staff:**

The Board, of Education and the Superintendent has convened this Task Force to gather the best thinking from several constituencies in the district. They will also be represented on this Task Force. Upon acceptance of the report, they will review and consider the recommendations from the unique perspective of those responsible for the adoption and implementation of those recommendations. Modifications may be made as appropriate by the administration and/or the Board of Education.

**Willow Run Community Schools  
Planning Task Force**

**Planning Elements**

<b>Element</b>	<b>Timeline for Review</b>	<b>Process/Responsibility</b>
	(How often this element is reviewed and modified; what time of the year)	(Who works on, who recommends, who receives reports, who approves; how this integrates with other planning or budgeting processes)
Vision		
Mission		
Guiding Principles/Values		
Indicators of Success		
Measurement Instruments		
Standards of Excellence		
Strategies		
Action Plans		

## Vision Statement

## Mission Statement

A large, empty rectangular box with a thin black border, intended for the user to write their mission statement. The box is centered horizontally and occupies a significant portion of the page below the title.

## **Guiding Principles**

In the Willow Run Community School District, children are our first priority and to that end, we are committed to the principle of:

## **Indicators of Success**

We will know that we are fulfilling our Mission and moving toward realization of our Vision when the following criteria are evidenced in the district:

## **Focus Areas**