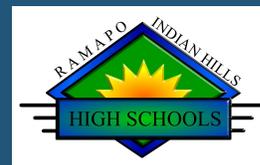


Strategic Planning 2022

PROCESSING FEEDBACK (Meeting 4)
10.21.22 Agenda



PRE-WORK

Review the summary information we documented at the last meeting as well as the results of the ThoughtExchange (15 minutes)

WELCOME + TODAY'S OBJECTIVE 9:00 - 9:15 (15 min)

During today's session, we will continue to make sense and meaning of data - this time with the results of the summaries we created and the ThoughtExchange we participated in at the end of our last meeting. We will then process what we reviewed by creating problem statements and engaging in a root cause analysis. This sets us up for designing our theory of action and setting goals - which will happen in November.

Check-in activity: Develop a "proto-persona" using the template for a student or a teacher. Check out these real examples for inspiration. Share what you created with a peer. Most creative name for your persona wins a prize.

ROOT CAUSE ANALYSIS 9:15-10:30 (75 min)

Many times, our data highlight the "symptoms" and not the root cause of the issues at hand. Therefore, we want to build a deeper understanding of the factors contributing to the themes that we reviewed and synthesized and the last meeting, so that we can begin to identify potential goals to be included in our eventual strategic plan.

STEP 1 Model as a group our exercise for today: selecting a problem statement and identifying root causes. We will then develop problem statement ideas for each group to choose from and work on today. (15 minutes)

STEP 2 As a table group, generate a problem statement to focus on today and write it at the top of the poster paper. This statement should be about a current theme documented during our last meeting that we want to address in the strategic plan. (15 minutes)

STEP 3 . Start asking "why" related to the problem statement. Like an inquisitive toddler, keep asking why in response to each suggested cause. Ask as many whys as you need in order to get insight at a level that can be addressed (asking five times is typical). You will know you have reached your final "why" because it does not make logical sense to ask why again. Write each of these causes on separate post-it notes. (15 minutes)

STEP 4 Each person shares one cause contributing to the problem. If others have a similar cause, you can start to group those post-its together. Go around the group until you have clusters of related causes. (15 minutes)

STEP 5 Give each cluster of causes a name and discuss the following: (15 minutes)

- *What proof do we have that the cause actually contributed to the problem? Do we have at least one source of data to suggest the cause exists? Is this in our control or out of our control?*

Example:

Problem: Parents don't feel that they receive timely and relevant communication from school.

1) **Why?** Parents don't regularly check our school website.

2) **Why?** They might not know that the information is there?

3) **Why?** We haven't told parents that the information is there.

4) **Why?** We haven't had time to meet with parents or prepare any materials to share with parents about the website.

5) **Why?** It's not something we normally plan for.

Possible solution: We need better tools and strategies for communicating with parents.

DEBRIEFING AS A WHOLE GROUP 10:30-11:00 (20 min)

- What was the problem statement your team focused on during your time together? What were the clusters of causes of the problem you identified?
- What did you learn from listening to your colleagues? Anything that was surprising or provided a new perspective?
- Are there things you are still wondering about and would like to dig into further?
- Is there more data we need to collect?
- Is it becoming clear about the types of goals we need to include in our strategic plan?

Future Dates

- 11/18 - Vision & Goal Setting
- 12/16 - Designing Initiatives
- 1/20 - Developing Roadmap
- 2/17 - Monitoring, Governance and Communicating the Strategic Plan