

Action Plan Committee – March 29, 2011 Meeting Minutes

- The major Visiting Committee recommendations, the Schoolwide Action Plan procedure and product and action plan template were reviewed. (See pages 3-6 of the Action Plan Kick-Off document on the Committee website)
- The scope and membership of each of the four working teams was reviewed. (pages 7-8). We are still seeking a Lower School Representative for the Governance team. A class teacher is preferred to increase their representation on the committee.
- The proposed planning process and timeline were reviewed (page 5).
 - The next step is for each of the working teams to work independently on drafting their action plans - to be completed within 3-5 weeks depending on team's availability to work during Spring Break.
 - The full committee will reconvene as a large group after Spring Break to review and provide feedback on the draft plans.
 - After revisions, plans will go to the Whole School, the Board and the PA Council for review (~11May) and a discussion will be planned with these groups a week later. (18May)
- Methods for broader parent engagement were discussed.
 - Interim review of the plans for those parents who choose to provide feedback; possibly to include the recently established parent All-Grade Council and announcement via LBX. **Action Item: Sarah** to contact parents who expressed interest but were not selected for the Action Plan Committee as reviewers. **Sarah/Melani** to follow-up on participation of the All-Grade Council in the review step.
 - The completed Pedagogical Chair task force survey can also be seen as broad parent engagement. Many of the comments and recommendations are relevant to our work. The summarized parent feedback, as well as Board, Faculty and Staff feedback, can be found on the Committee website. Suggested recommendations for addressing the parent feedback are also included based on surveys, 1:1 conversations with parents, PCTF discussions etc. These were drafted by Sarah and Hasib Saliefendic to be shared with the PCTF, the Board and ISC prior to the Accreditation recommendations. This work was put on hold as it was deemed relevant and complementary to the Action Plan Committee work. Teams are encouraged to make use of these data and suggestions.
 - The team discussed whether we could be privy to exit interview data for interviews planned with exited families. **Action Item: Karen** to check whether exit interview data could be anonymously provided.
- The team agreed to provide an introduction and weekly progress updates to be published in the LBX.
 - Email addresses of committee chairs to be included so people have a contact person for questions and if they wish to be included in the review step or have general input.
 - It needs to be clear in the communication that this work is an action plan and is not intended to deliver immediate solutions. We should solicit feedback specifically on the planning process.
- Sarah provided an overview and tips for a strategic planning effort. (See page 10)
 - Strategic planning is different than tactical planning.
 - An example of tactical planning is planning for the Winter Faire. There are few or no strategic decisions. Decisions include things like date, time, musicians, etc. Nothing is controversial.
 - Strategic planning can be very controversial and require a great deal of stakeholder engagement and analysis.
 - Our goal is NOT to write an action plan – this is a tactic or a task, it is not a goal.
 - **Our goal is to deliver a successfully implemented plan.** This means engaging stakeholders and ensuring a commitment to implement the plan. This is more than a simple action plan – it will not be successful without full commitment from the community.
 - Strategic Planning Tips
 - All stakeholders must be engaged throughout the process – this is our most important task
 - Large meetings aren't always the way to get agreement
 - Some people need time to consider and mull things over prior to a meeting
 - All teams are encouraged to engage in informal conversations to gain input into the action plans and help people engage and feel invested in the process

- Try not to engage in conversations that elicit our personal opinions. We are here to listen.
- Be open-minded and objective; consider all perspectives
 - Remember that this is an emotionally heightened time for many teachers and parents. Start with a clean slate.
- Define your scope – and stay within it! Avoid “scope creep”.
- Each action plan should begin with a thorough stakeholder analysis
 - Who are your stakeholder groups and sub-groups?
 - What are their needs and concerns (stated and unstated)?
 - Start by defining a framework for this analysis that is specific to your recommendations
- Strategic change takes planning and time – the action plan should allow for:
 - Information gathering
 - Analysis
 - Review and revision
 - Implementation
 - Course correction
- Consider the risks and obstacles to implementation
- Example stakeholder analysis and high-level action steps for the Governance recommendation were shared (see page 11-12)
- The team agreed to use durations for action steps instead of timelines (start/finish) for the initial drafts. The action plans need to be sequenced so that we’re not trying to do everything in the same time frame and so that they are ordered logically.
- Action Plan Committee Issue Resolution Process
 - The team agreed to the following process
 - If a conflict or issue arises within a working team, the chair will contact Sarah to discuss next steps
 - If needed the issue will be brought to the larger committee for resolution
 - Resolution will take place by consensus. We will all need to support the group’s decision.
- The group divided into working teams to plan meeting schedules.