

Agenda for VISA Team Planning Meeting

Date: Friday, April 11, 2008
Time: 10:00am – 5:00pm
Place: OSBA offices

Purpose of the meeting

- *To review, understand and approve to take the board, the plan thus far: Mission, Vision, Vision Priorities, Goals, Prioritized Goals for first calendar year, and actions that support the prioritized Goals.*
- *To complete and approve to take to the board, the OSBA Guiding Principles.*
- *To complete a process for monitoring progress on the strategic plan.*
- *To create a calendar for continuous planning.*
- *To finish any unfinished pieces of the plan and decide on who will get what versions of the strategic plan.*

Desired Outcomes of the meeting:

- *Approved plan for adoption by the board.*
- *A planning calendar for continuous planning and monitoring.*
- *Sunset of the VISA Team?*

Pre work for Meeting:

Please read the meeting memory from our 2-23-08 meeting paying special attention to the Action Register and anything you were assigned to do; Phase 5 Tab in your Organizational Planning© manual.

OSBA Mission

OSBA leads the way to educational excellence by serving Ohio’s public school board members and the diverse districts they represent through superior service and creative solutions.

OSBA Vision

OSBA is the recognized and respected voice of public education leading through demonstrated expertise, active and engaged membership, and superior service in a competitive, global environment.

Meeting Topics	Desired Outcome	Time
Meeting Opening: 1. Review agenda, ground rules, issues bin, action register, consensus 2. Where are we in the planning process?	Everyone understands why we’re here and how we will proceed for the meeting.	10:00

We reviewed the map to determine we were in Phase 5 and would complete the planning process today.

We read through the Ground Rules.

Review, understand and approve for board approval the Mission, Vision, Vision Priorities, Goals, Prioritized Goals, Actions	Agreement on the plan thus far.	10:15
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We once again reviewed the Mission, Vision and Vision Priorities for clarity and one more chance to decide if these were the right focus areas for OSBA for the next five years.

We looked at a handout of the Vision Priorities and Goals that the staff completed the day before. They began that process with the bulleted statements under each Vision Priority that the VISA Team had provided them.

We reviewed how the prioritization of those goals came out that show which goals will be worked on in the first year of the plan. The staff did not get to the Action Worksheets but will complete those after their meeting. (See attached OSBA Prioritized Goals)

Review and approve for board approval the Guiding Principles	Agreement to take to the board.	11:15
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The staff had not gotten to the Guiding Principles so the board came up with a draft of these to be presented to the staff for comment and clarification as well as the board. (See attached OSBA Guiding Principles)

Lunch		12:00
Discuss board plan for development	Understanding of the process that will be used for OSBA board development	12:45

Rick and Ed discussed the next steps in the board examining the possibility of some improved structure and procedures. This will begin in a month or two. There is a team in place to create the recommendation that will be approved by the board.

Create a process to monitor progress on the strategic plan and keep the plan driving the work of the organization	An agreed-upon Monitoring Plan	1:00
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We discussed how we would review progress on the strategic plan and how to make it actually drive the work of the organization. We created a table of steps called the Monitoring Process to follow. (See attached Monitoring Process)

Break		1:45
Determine how to “publish” the plan and who will get what version	A process and timeline for publishing the plan.	2:00

We discussed who should receive a what version of the strategic plan and how we might compile the plan. (See attached OSBA Versions of the Plan)

Agree on a perpetual planning calendar to drive the renewal and continuous updating of the plan.	A calendar that fits our organizational processes that will keep us current in strategic planning.	3:00
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In order to perpetuate the continuous planning process, we agreed on a calendar of steps to revisit the plan throughout the year as well as complete the planning steps in the five phases once per year. We will live with this calendar to see if it works and change it as appropriate. (See attached OSBA Planning Calendar)

Sunset the VISA Team or change the purpose of	Team sunset/re-chartered.	3:45
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the team and celebrate the completion of this strategic planning process		
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We completed the process and decided that the next VISA team will keep some current members for continuity but also invite other staff and board members to become knowledgeable with the planning process.

Meeting Wrap Up: <ul style="list-style-type: none"> • Next steps in the planning calendar • Complete the Action Register • Empty the Issue Bin • Evaluate the Meeting 	Meeting concluded.	4:00
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Next Steps:

The staff will complete the actions and include them in the final plan.

Action Register

What Will Happen?	By Whom?	By When?
Check Goals/Actions with former strategic plan to ensure carrying over any unfinished items.	Staff Teams	
Review documents for inclusion of Mission and Vision	C&I (Rick, Jeff C.)	
Announce launch of strategic plan formally	C&I	
Communication to Past Presidents – letter? Cover Story?	Rick	
Letter for first page in Strategic Plan	Rick and Ed	
Insert dates from Monitoring Process and Planning Calendar into person’s calendars who are responsible for these activities throughout the year.	Rick	
Ensure all versions of strategic plan are completed.	C&I	
Board approve the strategic plan	Ed and Rick	
Review job descriptions and process for performance evaluation to include Guiding Principles	Directors	
Staff review of Guiding Principles for comments and clarification. Then email results to VISA Team if there are changes.	Janice	

Evaluation of the Planning Process

What went well?	What could be improved/changed?
Facilitator kept us on track.	Shorter timeframe overall – not so much time between meetings (although that was difficult to schedule)
Appropriate people on the VISA Team at the table.	Wish we could have gotten to the writing of the Actions at the staff meeting the day before.
Everyone got along.	
People were comfortable expressing opinions.	
Staff meeting met its purpose well.	
Communication to others outside of meetings was good.	
Pace was good for progress.	
We have a living, continuous plan – not a binder for the shelf.	
The meeting memory following the meetings was helpful.	
This product will transcend the E.D. or Presidents.	
We appreciated the openness of (young/energized) staff. This is an indicator of the health of the staff.	