

Scope of Work

Cazenovia Central School District Strategic Planning Process

PROJECT OVERVIEW:

The Cazenovia Central School District (CCSD) in collaboration with the Onondaga-Cortland-Madison BOCES is undertaking a district-wide planning effort beginning in the Fall of 2021 that will build a strategic plan that will be presented to the CCSD Board of Education in May or June of 2023 and be implemented with planning in the Summer of 2023 and full implementation in Fall of 2023.

OBJECTIVES:

- Engage all stakeholders in the process
- Collect, analyze and use data to develop priority focus areas through:
 - Interviews
 - Surveys
 - Secondary data: academic, behavioral, attendance, etc.
- Develop a core committee of stakeholders that includes members across all levels of the organization and the community that will utilize data collected to:
 - Identify three to four priority focus areas
 - Create action teams around each focus area
- Deliver an actionable, measurable and time stamped Strategic Plan for the BOE in Spring 2023.
- Create a work plan aligned to the Strategic Plan in Fall 2023.

OCM BOCES Deliverables:

- Project Management: Doreen Bergman, Assistant Superintendent of ISS
 - Creation of timeline
 - Support CCSD in development of Strategic Planning Core Committee (SPCC) and Action Teams

- Overview of the Strategic Planning Process for stakeholders
- In-person interviews and survey development
- In-depth report on interview findings
- Facilitate Core Committee meetings
- Train Action Team Chairs/Co-chairs and provided continued support
- Development of Strategic Planning materials

TIMELINE

Project Initiation November 12, 2021	<input checked="" type="checkbox"/> Initial Meeting with Superintendent and SPA committee
Development of Scope of Work August 10, 2021	<input checked="" type="checkbox"/> Review project with OCM BOCES Leadership <input checked="" type="checkbox"/> Submit to Superintendent Chris DiFulvio
Project Kickoff November 12, 2021	<input checked="" type="checkbox"/> Collaborate on dates for a SP Overview for key stakeholders <input checked="" type="checkbox"/> Create Overview, specific to GCSD <input checked="" type="checkbox"/> Present Overview
Face-to-Face Interviews/Report: January-February	<input checked="" type="checkbox"/> Three full days of interviews: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> January 7, 2022 <input checked="" type="checkbox"/> January 28, 2022 <input checked="" type="checkbox"/> February 10, 2022 <input checked="" type="checkbox"/> February 21, 2022-Report Created and Submitted to Superintendent
Digital Survey Spring 2022	<input checked="" type="checkbox"/> Digital Survey sent to all stakeholders: May <input checked="" type="checkbox"/> Deadline for participation recommendation: June 15, 2022
SPCC Meeting September 19, 2022	<input checked="" type="checkbox"/> Overview of process <input checked="" type="checkbox"/> Review of interview and survey data <input checked="" type="checkbox"/> Develop focus priorities to create Action Teams <input checked="" type="checkbox"/> Set monthly or bi-monthly meeting schedule

<p>Action Teams: Fall 2022</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Survey for interested members <input type="checkbox"/> Develop Action Teams <input type="checkbox"/> Identify and train Chairs & Co-chairs: Date TBD <input type="checkbox"/> Set meeting schedules for Action Team meetings
<p>Action Teams' Meetings: November 2022–April 2023</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Monthly Meetings for Action Teams to develop action steps for their priority area
<p>SPCC: Final Decisions</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Action Team Chairs/Co-Chairs present their finalized action steps <input type="checkbox"/> SPCC provides feedback and finalizes goals, action steps <input type="checkbox"/> Decide on SP document format
<p>Strategic Planning Document Development May 2023</p>	<ul style="list-style-type: none"> <input type="checkbox"/> OCM BOCES will create templates and examples of the SP document for feedback <input type="checkbox"/> Meet with SPCC for final approval
<p>BOE Presentation May or June 2023</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Superintendent shares SP Priority Goals and Action Steps document with BOE
<p>Work plan Development Summer & Fall 2023</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develop the work plan behind each of the action steps <input type="checkbox"/> Implement in September 2023

Adjustment in Services Contract (ASC) for project

- The project cost for Strategic Planning project management inclusive of interviews, data collection and collating, follow-up report creation and facilitation of meetings throughout the 2022-2023 school year is TBD.