

Creating the Planning Team

Determining the Membership and Structure of the Team That Leads the Planning Process

Why This Step is Important: The composition of the team that conducts district planning and the way in which that team interacts with the district leadership team (if they are not one and the same) are some of the most important decisions a district will make during the planning process. There are as many ways to structure the planning team and process as there are districts. As districts design a structure that best fits their current context, it is helpful to consider how the planning process will be inclusive, engaging stakeholders across the community, and how it will directly connect to the work of the district leadership team.

Engaging the Community in Meaningful Ways: There are many benefits from taking an inclusive approach to the planning process. Diverse perspectives will strengthen the quality and effectiveness of the resulting plan, and inviting participation in the planning process will build ownership and advocacy for the resulting plan among both educators and the community. An inclusive approach will contribute to a positive district culture, helping to build a shared understanding of the work required to serve all students as well as the relationships and trust among stakeholders that will support that work. Some *Planning for Success* pilot districts took such an inclusive approach, creating diverse planning teams of approximately 25 to 30 members that included district and school administrators, teachers, families, students, community partners, and school committee members.

If districts prefer another planning team structure, they will want to design a process that provides other opportunities for the community to actively participate in the plan's development. For example, some *Planning for Success* pilot districts engaged the community in envisioning the future and in the work of prioritizing strategic initiatives for implementation.

Connecting to the District Leadership Team: Some districts may choose to conduct a planning process that is launched by the district leadership team and then expands across the community. For example, in some *Planning for Success* pilot districts, the district leadership team served as the initial planning team and, as the process continued, a larger administrative team or inclusive community team began to serve as the primary planning team. Regardless of planning team structure, it is important to maintain the connection between the district leadership team and the planning process. The perspective and feedback of the district leadership team is especially beneficial during root cause analysis and the setting of strategic initiatives and outcomes.

Organizing to Plan Worksheet

Planning Team

Responsible for participating in development of the district plan: providing diverse perspectives; representing stakeholders' interests; actively participating in planning meetings and activities; and communicating about and advocating for the planning process within the community

	Name	Stakeholder Group	Email
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