



# **Keeping the Momentum Going**

**A Process for the Ongoing Implementation of the  
2016 Strategic Plan and Action Plans for FY 21**

**Presented by:  
Thomas N. Applegate  
June 12, 2019**

# Proposal for Scope of Work, Timeline and Services Provided

The 2016 strategic plan reaffirmed key core values and the district's mission statement that were developed in the 2011 Strategic Plan. Additionally the core team developed six (6) strategic objectives and two (2) strategies for each strategic objective. Six (6) action teams, comprised of Pioneer faculty and staff, developed action plans for six of the strategies to fulfill the identified mission of the district. Once the Action Teams started developing their action plans the six strategic objectives were combined into five strategic objectives to avoid duplication

One of the issues identified in the implementation of the 2011 Strategic Plan was the loss of momentum after the first year. This proposal is designed to:

1. maintain the momentum exhibited by the action and core teams in developing and implementing the 2016 plan
2. create new strategies for FY 21
3. review internal and external environments and environmental changes that may influence implementation of the strategies and action plans

## **Scope of Work:**

The scope of work of this proposal is to:

1. Work with and coach the five action teams in the implementation and evaluation of the action steps approved by the Core Team for FY 20
2. Work with and coach the action teams in the development of the action plans for FY 21
3. Meet with the Core Team to approve and/or modify action plans for FY 21
4. Meet with the Board of Education and administrative staff to develop Board goals for the 2019/2020 school year

## **Timeline:**

### **FY 20: ~**

August 9, 2019	Meet with the Board of Education and the administrative staff to develop board of education goals for the 2019/2020 school year. These goals will align to the core values as developed as part of the strategic plan
Fall 2019	Work with and coach the action teams in the implementation and evaluation of the action steps for FY 20 and begin work on action plans for FY 21
Winter 2019/2020	Work with and coach the action teams in the development of the action plans including cost/benefit analysis for each action plan for FY 21 – 2 meetings, dates to be determined
Spring 2018	Meet with the Core Team to approve and/or modify action plans for FY 21, as presented by the action team chairs and co-chairs. To create strategic objectives and strategies for FY 22 and FY 23

**Costs of Services:**

The costs for the project are as follows:

\$13,000 plus expenses

Compilation and analysis of data and information. Primary and secondary research. Consultation and technical assistance via phone, email and on-site. Includes up to 5 days of on-site work and consultation. Facilitate a meeting with the Board of Education to develop Board goals for FY 20 which align with the core values identified in the strategic plan

- Additional on-site consultation outside of the services outlined herein is at the rate of \$2,000 per day or part thereof.

Invoices are due within 30 days of receipt of the invoice. Invoices will be submitted on the following time schedule:

- 60% of the amount due with signing of contract
- 40% will be billed June 1, 2020
- Expenses may be invoiced monthly
- Materials, supplies and printing costs will be documented with receipts of purchase
- Travel expenses are calculated at the IRS rate.

**Expenses:**

Expenses shall consist of:

- Mileage, meals and lodging incurred as a result of services of this contract. IRS per diem rates will be used in the calculation of the expense reimbursement
- Printing, mailing, copying, phone, supplies and materials charges.

---

Pioneer Career and Technology Center/Date

---

TNA and Associates/Date