# Pelican Rapids, MN Public Schools • January 2014
## _Draft_ Proposal for Planning Project & Costs

## Purpose

The purpose of this proposal text is to describe a process designed to guide and assist the Pelican Rapids Schools through the planning and problem-solving necessary to build on current successes, refine vision, identify priorities & district goals.

## Proposal Design & Plan

This proposal has been developed to provide a systematic method for the Pelican Rapids Schools through the refinement of the organizational focus, vision, and development of priorities with specific, detailed workplans for each new goal.

The planning system proposed has been used extensively with service and educational organizations; including schools and school districts, interagency collaboratives, colleges and universities, educational service cooperatives, and other non-profit organizations. This planning system will allow participants to quickly refine the organizational vision, mission, priorities and develop workplans where needed.

## Development & Delivery of Planning Project

### I) Preplanning Activities

    A) e-mail surveys to all School Board members, district administrators staff, and community members within the school district.

    B) Draft agenda developed & presented to Superintendent & Board representative(s) for edits and/or approval prior to sessions.

### II) Planning Sessions

    • Initial Board & Admin Session (3 hours - _facilitated by Big River Group_)

        A) ID recent successes & issues

        B) Review information re: effective districts & effective school boards

        C) Understand basic planning tools

        D) ID desired outcomes for the planning project

        E) ID groups to be convened for this project

        F) ID next steps

        G) Complete an evaluation of the session

• Training Session (2 hours minutes - *facilitated by Big River Group*)
    A) Review all desired project outcomes
    B) Review all project strategies, techniques & worksheets
    C) Simulate one session
    D) Answer key questions
    E) ID next steps
    F) Evaluate the session

• ***Employee & Community Sessions* (90 minutes - *facilitated by employees)***
    A) Review project scope & events
    B) Review survey summaries
    C) Identify District successes, issues
    D) ID vision for the future
    E) Identify District Priorities
    F) Evaluate the session

• Final Board & Admin Session (3.5 hours - *facilitated by Big River Group)*
    A) Review & affirm results from prior meetings
    B) Select final vision
    C) Select final priorities
    D) Identify benchmarks for new priorities
    E) ID roles & responsibilities for next steps
    F) Evaluate the session

• Total list of work to be completed within the planning project:
    1) Complete an Outcome Diagnosis (past successes & history)
    2) Refine/develop new vision
    3) Identify organizational priorities
    4) Develop benchmarks for new priorities
    5) ID roles & responsibilities for next steps
    6) Evaluate the planning session(s).

**III) Post-Session Work**
• We prepare & e-mail all final products from the sessions.

## Outcomes/Products

It is anticipated that all work will be completed and that the work products will include e-mailed copies of:
    1) Consensus re: past successes and history to date
    2) A refined vision
    3) A list of organizational priorities

4) New goals aligned within each organizational priority
5) Detailed benchmarks for each priority
6) Identified roles & responsibilities
7) All session evaluations


## About the Proposer

Dr. Bruce Miles is the owner & CEO of the Big River Group, LLC.  He has been a paraprofessional, a regular education & special education teacher, and a school administrator.  For five years, he was an Assistant Professor at St. Cloud State University & taught Graduate & Doctoral coursework in the areas of Educational Administration leadership, planning, finance & personnel.  He is a national-level facilitator, presenter and trainer in the areas of strategic planning, school improvement, organizational conflict, & difficult employees.

Bruce has worked as a consultant for the past thirty one years and works with more than 8,000 participants / 110 organizations each year in the areas of:
- Strategic "Chainsaw" planning
- Executive Searches
- Leadership training
- Workplace climate issues
- Personnel issues & decisions
- Resistant employees
- Organizational effectiveness
- Data-based decision-making
- Followership training
- Reducing organizational conflict
- Hiring & firing
- Increased accountability

Recent clients & organizations include:
- Schools & school districts
- Nonprofit agencies & service providers
- Interagency family service and mental health collaboratives
- Colleges and universities
- Educational Service Cooperatives & CESAs
- Regional & city governments
- Medical practices, hospitals and related organizations
- Businesses, legal practices & financial organizations
- Hockey teams
- Monks

Bruce can be reached @ (800) 500-7017 (office) 320-260-2612 (cell), by e-mail at bruce@bigrivergroup.com, or on his website at www.bigrivergroup.com.


## Project Tasks

1) Draft online surveys & send for approval
2) Post online surveys
3) Analyze all survey data
4) Prepare two survey summaries: Employees & Community

5) Phone calls to each board member re: survey results
6) Draft all session materials & send for approval
7) Travel to PR
8) Facilitate Staff session #1
9) Facilitate Staff session #2
10) Facilitate Community session
11) Assemble all session results for use in Wrap-up session
12) Hotel
13) Facilitate Wrap-up session
14) Return travel
15) Assemble & e-mail all session results
16) Ongoing assistance re: implementation through ITV, Skype or conference calls
17) Follow-up planning videos sent at:
    A) One week
    B) One month
    C) Two months
    D) Three Months
    E) Six months
    F) Nine months
    G) One year

## Project Versions & Costs

- Train staff to conduct employee & community sessions, & do all other tasks:
  $5856.00

- Do entire project:
  $10,755.00