

STRATEGIC PLAN MID-POINT REVIEW INSTRUCTIONS

Every school district (including charter schools) and area vocational-technical school (AVTS) shall develop and file with the Department a strategic plan once every six years and review that plan for revision at the mid-point according to an implementation schedule developed by the Department under §4.83 (relating to implementation schedule). (§4.13(a) and (b))

Strategic planning is a process to achieve specific measurable goals and organizational transformation. Review and updating of plans at least annually is an essential part of the process to ensure that they are dynamic and address existing and emerging needs. As stated above, review of strategic plans at the mid-point and revision as needed is required by §Section 4.13(a) of the Chapter 4 Academic Assessment and Standards Regulations. The mid-point review is to be completed during the third year of the plan. The attached form and any revisions to the plans should be submitted to the Division of Professional Education and Planning by the following dates:

Phase I schools-September 30, 2003
Phase II schools-September 30, 2004
Phase III schools-September 30, 2005

PROCEDURES

The following procedures will ensure that strategic plans are reviewed, evaluated and revised as needed at the mid-point:

1. Compile information on the progress/accomplishments of the first three years of the strategic plan.
2. Compile information on needs that emerged since the plan was developed. These include new external requirements such as the inclusion of gifted education and ESL/ELL in the strategic plan and the No Child Left Behind legislation, and internal changes. See the May 2002 [Strategic Planning Guidelines](http://www.teaching.state.pa.us/teaching/lib/teaching/StrategicPlanningGuidelines4.pdf) at <http://www.teaching.state.pa.us/teaching/lib/teaching/StrategicPlanningGuidelines4.pdf> regarding the gifted education requirements.
3. Review any recommendations from the Department of Education in the letter accepting the initial plan.
4. Present the results of steps 1-3 above to the strategic planning committee for review and evaluation. Parents, students, school directors, administrators, teachers, other school personnel, and other community representatives should be involved in the process, as required by Chapter 4. The review and evaluation should include discussion and may include other means to determine the need for additions to and/or revision of the initial strategic plan.
5. Prepare revisions, additions, and deletions, if needed, to the strategic plan.

6. Have revisions to the plan approved by the committee and school board.
7. Share the report with the community.
8. Submit the form which follows with any revisions attached to the Division of Professional Education and Planning, 333 Market Street-8th Floor, Harrisburg, PA 17126-0333 by September 30 of the third year of the strategic plan.

STRATEGIC PLAN MID-POINT REVIEW REPORT AND SIGNATURE FORM

The Board of School Directors of _____
School District/AVTS:

_____ Accepts the report of the strategic planning committee and approves the attached
revisions to the strategic plan.

_____ Accepts the report of the strategic planning committee that no changes are needed to
the strategic plan at this time.

Signature, Board President

Date

Signature, Chief School School Administrator

Date

Email address

Please submit this form and revisions of the strategic plan to the Division of Professional
Education and Planning, 333 Market Street-8th Floor, Harrisburg, PA 17126-0333 by
September 30 the third year of the plan.