# STRATEGIC PLAN FINANCE & GROWTH MANAGEMENT

**Tea Area School District** 

## Strategic Planning Operationalized





# **Tea Area School District**

#### Schools

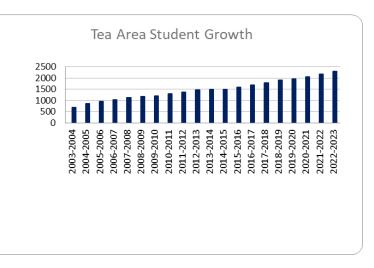
- \* Frontier Elementary (2014)(2019)
- \* Legacy Elementary (2003)(2014)(2022 Stats:
- \* Venture Elementary (2019)
- \* Middle School (2003)(2010)
- \* High School (2003)(2005)(2007)(2024)
- \* New Elementary Land Purchased (202

Enrollment Estimated 2450 students 2023-2024 school year

#### Last 10 years:

- 78 elementary classrooms
- 1015 more students
- Doubling the Size of the High School (80,000 square feet addition) 0
- Community has approved over 60 million
  - General Obligation Bonds 0

- Average Growth: 5% annual growth
- 54% of growth is due to ٠ incoming Kindergarten class
- Kindergarten, 2nd grade, & \* sixth grade are impact years.
- Projected growth is 900 ٠ students in the next 5 years (2022-2027).



*To Educate & Empower* 

Our strategic plan is the **vision** of the School Board, **work** and **organization** of the Administrative Team, and the Community's **story** of pride that they as a whole are writing.





→ Introduce Operationalizing the Strategic Plan through Targets

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- → Introduce Measurement Tools & Board Reports
- → Operationalize a Pillar Finance & Growth Management

This is not an initiative but rather just how we do business. People First....

# **Tools & Strategies Aligned to Best-Practice**





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### Organizational Excellence Foundational Principles

Principle 1: Commit to Excellence Set high expectations to achieve results while living out mission and values.

Principle 2: Measure the Important Things Continuously track progress to achieve results with an improvement mindset.

Principle 3: Build a Culture Around Service Serve others with great care and concern.

Principle 4: Develop Leaders to Develop People Coach people to be their best at work.

Principle 5: Focus on Employee Engagement Attend to aspirations and desires in the workplace.

Principle 6: Be Accountable Commit individual accountability to achieve organizational goals.

Principle 7: Align Behaviors with Goals and Values Apply consistent practices to move the organization in a positive direction.

Principle 8: Communicate at All Levels Build connections so that people know why what they do matters.

Principle 9: Recognize and Reward Success Value and appreciate people working together to get results.

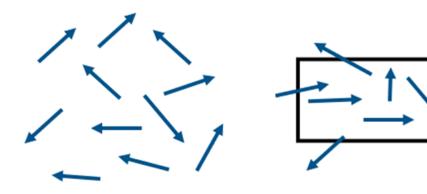


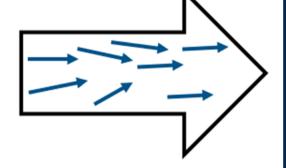
## **Systems Thinking**



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## SYSTEMS THINKING AND ALIGNMENT





FROM RANDOM ACTS OF IMPROVEMENT

TO ALIGNED ACTS OF IMPROVEMENT

CONTINUOUS SCHOOL IMPROVEMEN

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## Community Engage and empower all Titans in civic action and service to community.

### Finance and Growth Management

Provide top of the line facilities and grounds for all Titans. Enhancing pride and balancing debt through financial planning.

### Step 1: Feedback From Stakeholders (Spring 2020)

- Dr. Gayle conducted stakeholder interviews (via zoom due to COVID)
  - Superintendent had conducted these type of groups 11 years ago for first strategic plan
  - Groups 15 20 personal invitations
    - Teachers
    - Classified
    - One-on-one Administrators
    - One-on-one Board Members
    - TAPTO PTA
    - Sports & Music Boosters
    - Business Community Open Invite with personal invite from Superintendent to ensure representation
  - SWOT Analysis Questions
    - Strengths
    - Weaknesses
    - Opportunities
    - Threats



#### Step 2: Organize Qualitative Feedback (Summer/Fall 2020)

• Dr. Gayle organized all feedback into like columns

#### Step 3: Columns turn into Strategic Plan Pillars (Early Spring 2021)

- Administrators with board committee representatives summarized the columns of qualitative data.
  - For example Column 1 indicated that Student Achievement was very important to our stakeholders
- Started with about 6-8 columns and focused the work to 4 columns: Columns become the Pillars
  - Discussion
  - Using Sticky Notes and Dots to indicate priorities
  - Feedback loops between administrative committee to full board
    - Due to COVID we did not engage in further work session at a large group
      - Principals brought feedback from their Building Leadership Teams



### Step 4: Define the Strategic Pillars (Spring 2021)

- Each pillar had qualitative feedback from the stakeholder interviews. This information defined what was important to our Titan Community (Measure what Matters).
- Each pillar definition followed
  - Discussion
  - Using Sticky Notes and Dots to indicate priorities
  - Feedback loops between administrative committee to full board
    - Due to COVID we did not engage in further work session at a large group
      - Principals brought feedback from their Building Leadership Teams

#### Step 5: Turn the Strategic Plan Words into a Picture which Leads & Motivates (Summer 2021)

• Central Office with informal feedback loops

#### <u>Step 6: Board Approved (Fall 2021)</u>

• Board Motion





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### Step 7: Develop Action Plan (Fall 2021/Spring 2022)

- Administrative Team Develops and Implements Strategic Targets
  - Building Level
  - Director



### Step 8: Develop Measure Progress - Scoreboard Development & Implementation (Fall 2022/Spring 2023)

• Development of Superintendent (District Office Scoreboard) with goals/taraets set in collaboration with the Board.

			ANAGEMENT					
			evelopment					
	Current	3 Yr	Incremental	Moderate	Goal	17-18	18-19	20-21
District Services	4.41	4.37	4.43	4.50	4.75		4.32	
National Scale 2/3 Rating								
D	ebt Manager	ment & Fir	ancial Plannin	¢				
	Current					18-19	19-20	20-21
	SP22		Goal			10-19	19-20	20-21
Fund Balance (GF) Goal: 12% to 15%			12% - 15%			11.27%	10.87%	15.45%
Fund Balance (CO) Goal: 7% to 10%			7% to 10%			19.52%	9.16%	11.20%
Fund Balance (SPED) Goal: less than 25% not lower								
than 10%			< 25% not < 10%			2.54%	14.35%	21.04%
Average teaching salary (from SASD)		\$48,925	Top 20					
Classified hourly base - Indicate Rank with standard								
deviation in identified region	\$16.50							
Tax Levy Neutral	-0.412		< \$0			0.645	-0.338	0.142
General Obligation Bond \$4 or less	2.650		< \$4.000			3.670	3.350	3.050
Enrollment Projections Goal: 90% Accuracy								

### Step 9: Hardwired (Fall 2023)

• Goal Setting, Data reports, Goal Review - Sharing our stories

	A TITANS Scale of Expectation	He: 1 = Well Below Expectation: 2 = Lower	Than Expectation: 3 = Mat Goal: 4 = Above	Expectation 5 =	Well-Moove Expectation	
PELAR	MEASURE	PAST RESULTS	GOAL	WEIGHT	2022-2023 SCALE	SCALE RATIN
	BALLARD IS OF BUDY SUPERIOR AND A				2 - 71% - 79% 1 - 78% or below	
TRANCE & General Fund GROWTH - Fund Statence MANAGEMEENT		2020-2021 15.40% 2016-2020 10.87%	Score in a range of 10% to 18% is our General Fund - Fund Balance Scol		5 = 12% - 15% 4 = 15.01% - 10.00%	22-23 17.23%
	2018-2010 11 27%			3 = 10% - 11.99% 2 = over 18% 1 = 19% or Below		
FRANCE & Capter Outry GROWTH Fund Basence MARAGEMENT		2022-2021 11 20% 2018-2020 0 10% 2018-3010 10 10%	Score in a range of 8% to 20% is our Capital Outlay - Fund Balance Goal	5%	5 - 10% - 15% 4 - 15.01% - 20.0% 3 - 8.00% - 2.59%	22-23 10.09%
					2 - over 20% 1 - 2% or Balow	4
FINANCE & GROWTH MANAGEMENT	Special Education - Fund Balance	2025-2021 21 54% 2019-2020 14 38% 2019-3010 2 54%	Score in a range of 10% to 24% is our Special Education Fund - Fund Balance Geal		5 - 13% - 20% 4 - 20.01% - 24.00% 3 - 10.00% - 14.99% 2 - over 24% 1 - 10% or Balow	22-23-24.4%
FINANCE & DROITH MANAGEMENT	Tao Lany Hikuthai	2029-2022 \$-0.412 2029-2029 \$0.42 2019-2029 \$-0.08	Levy in a range of \$-0.05 - \$0.26 is our levy neutral goal		5 = 5 - 0.05 - 5 0.00 4 = 50.01 - 50.10 3 = 50.11 - 50.20	22-23:\$0.062
					2 - 50.20 - 50.40 1 - 50.41 or greater	4



This is not an initiative but rather just how we do business. People First....



## **Tools & Strategies - Finance & Growth Management Scoreboard**

TEA AR	EA TITANS	Sci	Dol District - Superintendent preboard 2022-2023 Than Expectation: 3 = Met Goal: 4 = Above	Expectation: 5 =	Well Above Expectation	
PILLAR	MEASURE	PAST RESULTS	GOAL	WEIGHT	2022-2023 SCALE	SCALE RATING
	success is directly connected to our schools.				2 = 71% - 79% 1 = 70% or below	5
FINANCE &	General Fund	2020-2021: 15.45%	Score in a range of 10% to 18%		5 = 12% - 15%	22-23: 17.23%
GROWTH	- Fund Balance	2019-2020 :10.87%	is our General Fund - Fund Balance Goal		4 = 15.01% - 18.00%	
MANAGEMENT		20182019: 11.27%			3 = 10% - 11.99%	
		2010-2012. 11.2170			2 = over 18%	
					1 = 10% or Below	4
FINANCE & Capital Outlay		2020-2021: 11.20%	Score in a range of 8% to 20%		5 = 10% - 15%	22-23: 16.09%
GROWTH	- Fund Balance	2019-2020: 9.16%	is our Capital Outlay - Fund Balance Goal		4 = 15.01% - 20.0%	
MANAGEMENT		20182019: 19.52%			3 = 8.00% - 9.99%	
					2 = over 20%	
					1 = 8% or Below	4
FINANCE &	Special Education	2020-2021:21.04%	Score in a range of 10% to 24%	5%	5 = 15% - 20%	22-23: 24.4%
GROWTH	- Fund Balance	2019-2020: 14.35%	is our Special Education Fund - Fund Balance Goal		4 = 20.01% - 24.00%	
ANA AGENENT		20182019: 2.54%	r unu balance Goar		3 = 10.00% - 14.99%	
					2 = over 24%	
					1 = 10% or Below	2
INANCE &	Tax Levy Neutral	2021-2022: \$-0.412	Levy in a range of \$-0.05 -	5%	5 = \$ - 0.05 - \$ 0.00	22-23: \$0.062
GROWTH		2020-2021: \$0.142	\$0.20 is our levy neutral goal		4 = \$0.01 - \$0.10	
		2019-2020: \$-0.338			3 = \$0.11 - \$0.20	
					2 = \$0.20 - \$0.40	
					1 = \$0.41 or greater	4
		Overall To	tal Score			3.4
Overall Scale -	Overall Score 2022-2023					
0.00 - 1.99	Well below expecations					
2.00 - 2.74	Lower than expected					
2.75 - 3.74	Met expectations and goals for	improvement (good evaluation for solid p	erformance) 3.4			
3.75 - 4.49	Above expectations and goals (	better than expected performance)				
4.50 - 5.0	Far beyond expectations					



### **Board Planning Guide**





#### FY23 Board Agenda Notes

Month	Annual Agenda items	Meeting Specific Agenda Items	Notes
JULY	REORGANIZATION ITEMS Comprehensive SpEd Plan Consolicated Application Budget Hearing Conflict Disclosure SEC Compliance List (Esping) Canvass Board Election (If held in June) Student Fees	Old Business - Operations Update Tech & Operations Surplus Land Purchase Approval Approval of Bus Barn Bid (Parking lot and pond also?) SDHSAA Run-off Election Head Start Lease Appoint 2 community members? Appoint 2 library board members	Legislative CSI
AUGUST	(Remind BOE to take school picture)	Old Business - Operations Update Adult Lunch Prices and extras Operation Surplus Resolution for SD FIT	Sprouts Committee TASK
SEPTEMBE R W/ work ceccion	Approve the Budget Provide Staff List Superintandent Goals Annual Report Approval	Old Business - Operations Update Board Member Group Photo Millinge Ride unreates Operations Report Abhric Booser Cub - 55,000 (teward Bakeball Shooting Machine) Br - 51.500 (teward Band Instruments) Desubline denation for FFA in memory of GD	Sprouts Committee TASK
OCTOBER	Lavy Trand	Old Business - Operations Update <del>Open Enrotment Policy Revision</del> <del>Therapy Dog for Elementary</del> Special Meeting Nov 18 7:30 am HS Expansion Design Development and GMP Finish Goal Session	CSI Ubrary Finance
NOVEMBER	SD State Report Card Report ACT (Board to receive Supt. eval forms) Annual Homeschool Update (Use % of total in presentation) Appoint Calendar Committee Reps Early Graduate Report	Old Business - Operations Update Report Card Schedule (7/26 email) Snow Day plan (admin report- Herrboikt - admin report Acknowledge Receipt of Receipt of Land Swap Resolution	Legislative

DECEMBER	School Calendar Manual Calendar North Calendar Superintendent Evaluation (not en aganda - just conversation in board prep mesting wiFreakdent) S Year General Fund Plan Update	Old Business - Operations Update Legislative Overview - (make as work session instead of apart of board meeting) CSI Coaches Update Argel: Trae overy Student Council Legacy Elementary Student Council Public Hearing for Land Skap	Legislative CSI Finance Facilty & Construction
JANUARY	Set BOE Election Date Annual Special Education Update - Dec 1 count Superintendent Eval - Exec Superintendent Contract	Old Business - Operations Update Building Capacity Update Construction May agament-Agency Contract (MS) Archited Contract Policy J - smallment Policy J - smallment High School Student threat High School Student Council MS Expansion Bios	Legislative
FEBRUARY	Board Recognition Administrator/Support Services Contracts Negotiations (Exec Session) Curriculum Adoption	Old Business - Operations Update Approve Legacy Expansion Bids SOHSAA Softball Competitive Cheer Construction Management Contract Venture Elementary Student Council HS Expansion Bids	Sprouts Committee TASK Legislative
MARCH	Reliabank Line of Gredit Negotiations (Exec Session) Appoint Negotiators Negotiated Agreement Certified Contracts	Old Business - Operations Update Curriculum Adoption MS Student Council	Legislative CSI
APRIL	JK-5 Student Handbook Classified Handbook Classified Renewals SDHSAA Membership Resolution	Old Business - Operations Update Frontier Elementary Student Council	Sprouts Committee TASK
MAY	Business Office Summer Hours Appoint Election Workers	Old Business - Operations Update ARP Esser Plan Review - (2021,2022,2023) Hall of Fame Banquet - Sept 22	
MAY - 2ND MTNG	Budget 5 Year Capital Outlay Plan		

	Liability Insurance Renewal Curriculum Adoption Recommendation Goal Review Finance & Growth management		
June Work Session	Superintendent Goal Review - Instructional		
JUNE	MS Student Handbook HS Student Handbook Chromebook Handbook Activities Handbook Surplus (Do meeting pay vouchers for FY22) Policy Rv - Legislative	Old Business - Operations Update ARP Esser Plan Review - (2021,2022,2023)	TASK CSI



### Step 1: Housing Development (All year long - Primarily early-mid fall)

- Operations Manager monitors housing development and building permits
  - Contacts builders for development plans to determine # of housing units
  - Contacts City of Tea to get building permits
- Operations Manager, Superintendent and Business Manager review housing development information
  - Update housing development document (maps of each development, construction timelines)
  - *Project # of students from each housing development* 
    - Multi-family use factor of .40
    - Single family use factor of .25





### Step 2: Enrollment Projections (October/November)

- Superintendent updates enrollment projection spreadsheet
  - Inputs current enrollment based off of state count
  - Excel Program updates enrollment projections

## **Historical Enrollment Numbers updated November 2022**



Step 3: Determine Future Staffing Needs (November/December)

- Superintendent and Business Manager meet with Principals to review staffing needs based on enrollment projections
  - Elementary Staffing Spreadsheet
  - MS Staffing Based on # of projected students and class periods per day
  - HS Staffing Staffing spreadsheet

Elementary Staffing Projections Spreadsheet HS Staffing Projections Spreadsheet



### Step 4: 5-Year General Fund Plan (November/December)

- Superintendent and Business Manager update the 5-Year General Fund Plan
  - Enrollment Projected
  - State Aid Increase Projected
  - Revenue
  - Staffing Needs Projected
  - Expenditures
    - Current budget with adjustments for known price increases
    - Staffing increases
    - Inflationary factor





### Step 5: General Fund Budget Meetings with Administrators (February/March)

- Business Manager, Curriculum Director and Superintendent (when available) meet with Administrators to discuss next fiscal year budget
  - Administrators work with their staff to develop budget needs
    - Building level budget spreadsheets
      - Elementary grouped by grade level or class (ie: PE/Music)
      - *MS* grouped by grade level or class
      - HS grouped by department (Art, ELA, Math, Science)

## **Elementary GF Budget Worksheet**





### Step 6: 5-Year Capital Outlay Plan (February/March/April/May)

- Building Walkthroughs (Business Manager, Superintendent, Head Custodian, Operations, Buildings & Grounds Manager, Principal) Fall
- Business Manager and Superintendent (when available) meet with Administrators to discuss CO needs.
- Business Manager projects revenue and expenses based on Administrator input.
- Business Manager and Superintendent review projections.
- Present CO Plan to Board at May board meeting for approval.
  - This document guides next FY purchases from CO





### Step 7: 2<sup>nd</sup> Round of General Fund Budget Meetings with Administrators (April/Early May)

- Business Manager and Curriculum Director meet with Administrators to review budget spreadsheets
  - Discuss requests approve or not approve
  - *Review with Superintendent (Business Manager and Curriculum Director)*
- Business Manager develops preliminary budget to present to board at 2<sup>nd</sup> May meeting
  - Use information from the 5-Year GF Plan (enrollment, staffing)
  - Update revenue based on state aid/levy legislation
  - Adjust line items based on building budget requests



### Step 8: Budget Hearing (July)

- Business Manager presents budget at the July board meeting budget hearing
  - Known expenditures changes are made from the preliminary budget
  - We do not approve the budget at this time, we wait until September



### Step 9: Present Final Budget for Approval (September)

- Business Manager adjusts budget
  - Final staffing (salary/benefits, # of staff)
  - Enrollment (have a better idea what actual enrollment will be)
- Present final budget and levy requests to board for approval

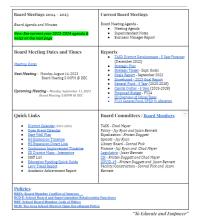




Step 10: Start the process all over again!!



Tea Area School District Board of Education





# Plan, Do, Study, ACT - Project Management

### Connections of all stakeholders

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Board, District Support, Principals, Teachers







We teach children, not subjects We lead people, not projects

Working alongside those we serve, with a commitment to deep listening, shifts relationships, accelerates energy, and ultimately improves the outcomes that matter most.

2018 Huron Consulting Group





Questions?



Sign up for more Information about Tea Area's Fall 2023 Network of Improvers Professional Development. November 14th & 15th