

Mill A

School District #31

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Policies & Procedures

Series 0000

– Planning –

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Commitment to Planning

Responsible Governance:

The Mill A School Board of Directors will provide leadership focused on promoting student achievement through planning, policy setting, advocacy and monitoring of performance so each and every student succeeds.

Creating Conditions for Student and Staff Success:

The Board of Directors will create conditions district-wide for student and staff success by:

- A. Providing for the safety and security of staff and students;
- B. Employing and supporting quality teachers, administrators and other staff;
- C. Providing rigorous curriculum, technology and high quality facilities;
- D. Ensuring management of the organization; and
- E. Adopting and monitoring an annual budget that allocates resources based on the district's vision, goals and priorities for learning.

High Expectations for Student Learning:

The board will adopt a collaboratively developed district plan focused on learning and achievement for all students. The district's plan will communicate high expectations for student learning and set clear plans for meeting those expectations. The board will continuously articulate the belief that all students can learn and that each student's learning can improve regardless of existing circumstances or resources. The board will act as leaders of a vision of shared learning that is supported by individual schools and the community.

District Accountability for Student Learning:

The plan adopted by the district will demonstrate the district's commitment to continuous improvement in student achievement at each school and throughout the district, the board's commitment to evaluating the superintendent on clear and focused expectations, and its commitment to measuring student academic progress and needs based on valid and reliable assessments.

Community Engagement:

The board will ensure district transparency through processes that are open and accountable. The board will collaborate with families and community members to respond to diverse interests and needs and to mobilize community resources. The district will communicate district information community-wide and solicit input from a wide spectrum of the community so that a diverse range of interests, needs and perspectives on issues are considered in district decision making.

Management Resources:

Policy News, February 2012
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Mill A School District #31

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Planning Process

The superintendent, in consultation with the board, is authorized to appoint the planning team. A broad spectrum of community and educational leaders will constitute the team. A chair for the team will be selected by the superintendent in consultation with the board. The team will establish a schedule of planning meetings.

The team continues to oversee implementation of the plan over time. Vacancies are filled by the superintendent on the advice of the chair and in consultation with the board.

The district's planning process includes the following steps:

1. **Planning:** A series of planning sessions will be held over the course of six months on dates established by the team. The process will conclude with a draft plan. The plan will be submitted to the board for review, amendment and adoption following a public hearing. The strategic plan adopted by the board will be incorporated in the district's official policies.
2. **Management and Implementation:** The management and implementation phase of the planning process is primarily the responsibility of the administration. The district may utilize action planning task forces comprised of community members and staff to develop detailed plans to accomplish the goals of the plan. If developed, the action plans will be reviewed by the board, and if adopted, codified in the district's official policies. The superintendent is authorized to appoint the action planning task forces.
3. **Annual Refocusing Meeting:** Prior to June 1st of each year the leadership team will report to the board in a public meeting on the implementation of the plan and recommend changes that may be necessary or beneficial. The board, in consultation with the superintendent, will review the progress of the plan, and consider amendments and changes in priorities in the plan in terms of changed and changing circumstances. Proposed amendments to components of the plan shall be considered by the board following a public hearing on the merits of the proposed amendments.

Cross Reference:

Board Policy 0560 Action Plans
Board Policy 0700 Plan Evaluation

Management Resource:

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Planning Process Procedure

Planning Process

Developing the vision, mission, beliefs and planning process' Team Selection - Because selection of the planning team involves the entire community, the superintendent, in consultation with the board, will choose a representative membership including representatives from the general community (parents, patrons, interest group representatives and business leaders) as well as, staff, board members and students. The superintendent, in consultation with the board will choose the chair, establish a meeting schedule and oversee the process. Over the course of the scheduled meetings, the team will develop a draft plan

Action Planning Task Forces

The action planning task forces develop the action plans that govern the implementation of the district's plan. The planning team nominates people for selection by the superintendent to serve on action planning task forces.

Components of the District's Plan

The elements of the district's plan are:

- A. **Vision Statement:** A vision statement will be developed that addresses various subjects such as curriculum, facilities, technology acquisition, student needs, and alternative resources, and other relevant issues. The vision statement will describe the preferred future that would be achieved by the district if resources were infinite. Based on this vision, the district will proceed to establish the other components of the strategic plan.
- B. **Beliefs:** The district will identify the values that are the foundation of the district. The beliefs will be broad based and reflect the district's fundamental convictions about education. The belief statements will form the heart of the education value system.
- C. **Mission:** From the belief statements, a concise mission statement will be drawn that describes the basic purpose and direction of the district. The mission statement is consistent with the district's vision and will focus on a common purpose.
- D. **Goals, Objectives and Strategies:** These elements of the plan establish the means of governing and administering the district in compliance with the district's goals. They are definitive statements of intention or direction, based on the district's vision, and contain specific outcome(s). The goals will take into account all relevant data (for example: student assessment results, student demographics, disciplinary reports, enrollment trends, facility conditions, finance priorities and constraints, community support, etc.). Goals will be targeted for completion within five years.

For each goal a series of specific objectives will be established that provide measured steps (short, medium and long-range activities or events) toward the completion of the goal. The main purpose of the objectives is to design around obstacles and build in opportunities in advancing a goal by employing, redirecting, or creating resources. The objectives will address the issues of how to accomplish the goals, set deadlines and identify responsible personnel and resources. Objectives are specific, measurable, time-related and achievable. Strategies are the means by which goals and objectives will be attained. A strategy can apply to more than one goal, for example the marketing and public relations strategy may apply to a number of goals.

- E. **Action Plan:** May be developed by action planning task forces made up of staff and community volunteers and is designed to assure that goals and objectives are attained. The action plans establish the detailed sequence of events and identify the resources to be employed in implementing the plan.

Action plans will identify specific activities needed to achieve the specified result, the personnel who will be involved and responsible, the resources needed and the timeline.

Action steps to marshal resources will include: identifying financial requirements, labor and volunteers, facilities and equipment, and source material. Partnerships will be considered to obtain needed resources.

Cross References:

Board Policy 0300	Planning Process
Board Policy 0560	District Action Plan
Board Policy 4000	Public Information Program

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Vision Statement

(The district's vision statements are codified in this policy after adoption by the board.)

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Beliefs

(The district's belief statements are codified in this policy after adoption by the board.)

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Mission

(The district's mission statement is codified in this policy after adoption by the board.)

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Goals, Objectives and Strategies

(The district's goals, *target* objectives and strategies are codified in this policy after adoption by the Board.)

District Action Plans

(The district's *strategic* action plans are codified in this policy after adoption by the Board.)

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Plan Evaluation

No later than May 15th of each year the leadership team will reconvene to assess the district's progress in implementing the district's plan. At that time the team will develop a report to the board reviewing the district's progress and shortcomings in implementing the plan and recommending changes in direction or priority in the plan that are necessary or beneficial.

No later than June 1st of each year the board will meet with the superintendent and leadership team in public session to review the team's report. The board will review the progress of the plan, and consider amendments and changes in priorities in the plan and realignment of resources in terms of changed or changing circumstances.

Proposed amendments to components of the plan will be considered by the board following a public hearing on the merits of the proposed amendments.

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Plan Evaluation Procedure

In preparing its report to the board, the leadership and planning team engages in the following process:

- A. Review the data collected since the last annual evaluation;
- B. Review the goals, objectives, strategies and action plans; assess to what degree they have been implemented successfully; and analyze the reasons for success or failure in implementation;
- C. In odd numbered years, review the visions, beliefs and mission of the district's plan for a fundamental evaluation of the district's progress and direction; and
- D. Draft recommendations to the board to proceed, modify, realign or end specific activities undertaken to implement the plan. Identify budget implications flowing from those recommendations. Draft recommended changes in the plan, if needed.