

PLANNING AND SHARED DECISION MAKING

I. Components

Required Plans

The Board will adopt a Comprehensive Local Education Plan (CLEP) as required by the state of Oklahoma. Components of the Comprehensive Plan are the District's Long Range Goals and Annual Operating Goals, Professional Development Plan, Capital Improvement Plan, Alternative Education Plan, Reading Sufficiency Plan and school level Site Improvement Plans. School site improvement plans are to support the District's Long Range Goals and, at times, may be directly tied to District Annual Operating Goals.

District Improvement Plan

The District's Administrative Team, under direction of the superintendent, shall develop, evaluate, and annually revise District Annual Operating Goals that are consistent with the District's Long Range Goals.

District performance objectives will be established to drive action plans that emphasize student performance standards and goals outlined in the adopted Plan.

Site Improvement Plans

Each school's staff, under the direction of the building principal, shall develop, evaluate and annually revise a campus improvement plan based upon site needs assessments and analysis of performance indicators that are consistent with the District Improvement Plan.

Site goals with related initiatives and action plans will be correlated to research-based effective schooling practices. Improved student learning (as measured by a composite of performance indicators) is to be the ultimate goal of site improvement plans.

Evaluation

The effectiveness of the District's planning and decision-making policies, procedures, and staff development activities related to District and campus-level decision-making and planning shall be evaluated annually to ensure they are effectively structured to positively impact student performance.

The superintendent will ensure preparation and timely presentation of reports to the Board and community relative to yearly progress toward district goals.

Planning and Shared Decision-Making Process

The process of shared decision making will involve professional staff, parents and community members in establishing and reviewing District and school site educational plans, goals, performance objectives and major instructional programs.

The superintendent, as the educational leader of the District, shall be accountable for district-wide planning and decision-making.

The principal, as the educational leader of each campus, shall be accountable for site-level planning and decision-making.

District-wide and site-level planning and decision-making advisory committees shall be formed and regularly consulted by the respective educational leader. The input and recommendations of ongoing and *ad hoc* committees also will be a valued component of the Board's planning and communications process.

The Board of Education will annually review and, as deemed appropriate, revise the District's long-range and operating goals.

II. District Level Planning and Shared Decision-Making

District-Level Committees

The Board recognizes that ongoing advisory and task-specific *ad hoc* committees are necessary to ensure shared decision-making processes and to comply with law. The professional development (PDC) and textbook adoption committees are examples of committees required by law and which serve functions vital in addressing the District's mission. Among district-initiated standing committees are the superintendent's parent, teacher and student advisory councils.

An additional standing committee, the Community Advisory Council (CAC), will be yearly organized from among the membership of the parent and teacher advisory councils, and also with members selected from site administrative and curriculum services staff. Committee representation is to be balanced among elementary, middle and high school interests. The committee will be comprised of two each of teachers, parents, school site-level administrators, curriculum services staff and two persons from the community at large.

The superintendent of schools, in consultation with members of the Board of Education, will be responsible for assignment of individuals to the CAC. The superintendent will designate an administrator to provide support for committee activities and to arrange for meetings on an as-needed basis.

The CAC is to plan and conduct at least one open public forum each year to accept community input with regard to district programs and services. The CAC may be asked by the Board of Education and/or superintendent to function in an advisory capacity relative to specific issues.

Other District committees will be convened from time to time to address specific topics such as the school calendar or issues identified by the Board, superintendent, or which result from communications/negotiations with employee bargaining units.

III. Site-Level Planning and Shared Decision Making

Each site-level School Improvement Plan Team shall meet as needed throughout the year to fulfill their roles and responsibilities for creating, implementing, monitoring and revising the site improvement plan. The principal will be responsible for establishing the meeting schedule and chairing the meetings.

The principal shall provide an administrative procedure that clearly defines how the respective roles and responsibilities pertaining to planning and decision-making at the campus level are executed.

District level staff will be designated by the superintendent to provide assistance for school personnel in implementing site level plans.