

GENERAL OPERATIONS: Planning

Overview: Good planning results in delivery of specific results that align with the goals of the system. Long-term, short-range, and action planning are goal and data-driven and require representative participation by all constituent groups in the system.

	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
GUIDING QUESTIONS	<ul style="list-style-type: none"> What are the goals of this board? How often are they reviewed? What are the goals of the supervisory union board, the other boards in the SU, the superintendent, the administrative cabinet, the local schools and do these goals complement and support each other? What is the long and short-range strategic plan for our district? What is our current action plan? Who participated in formulating the plan and when was it last reviewed? Is there a process/schedule for regular planning activities? What resources are needed to implement district plans? 	<ul style="list-style-type: none"> Do the supervisory union and its schools engage in short and long-range strategic planning following agreed-upon procedures? How is action planning conducted in the district/school? What is the superintendent's role in the planning process? Are strategic planning processes coordinated among all schools in the supervisory union? Do all the schools have current and effective plans? Is data used in the planning process? What additional data is needed? What resources are needed to support planning? 	<ul style="list-style-type: none"> Does the school have a mission/ vision statement? Is there a long-range plan for the school? If so, what is it? What is the relationship between the local action plan and the district/SU action plan? How do the components of the action plan link to other aspects of the school— assessment, PD, curriculum and instruction, policy, budget etc. What data are available to inform planning? If more data is needed, what needs to be in place to gather that data? How are planning and programs in the school coordinated? What is the board policy/practice in forming an action planning team? Have plans resulted in specific results in the school?

GENERAL OPERATIONS: Planning *(continued)*

	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
TASKS TO CONSIDER	<ul style="list-style-type: none"> ◆ Review planning policies. ◆ Review or establish goals as a board. <i>See Spotlight 15.</i> ◆ Review goals within the supervisory union/local district. ◆ Review/update district strategic plan. ◆ Review current action plan. ◆ Communicate plans and goals to all stakeholders, including the community. ◆ Determine resources needed to implement district plans. Ensure that those resources are provided. ◆ Monitor implementation of plans through superintendent updates. 	<ul style="list-style-type: none"> ◆ Establish procedures to guide strategic planning in the supervisory union: short-term, long-term, and action planning. ◆ Review planning policies and procedures to determine role of the superintendent. ◆ Review existing plans and results to date. ◆ Establish procedures to encourage coordination of strategic planning efforts among all schools in the supervisory union. ◆ Develop budgets to support district plans. ◆ Build system support for action plans (personnel, release time, etc.). ◆ Review title funds for staff development to support action plans. 	<ul style="list-style-type: none"> ◆ Work with all stakeholders to develop or update a mission/ vision statement. ◆ Find ways to link the district planning process with ongoing initiatives in the school. ◆ Review current and past action plans— district/SU and local. ◆ Work with central office to review data and processes for developing the action plan. ◆ Review membership, processes, and methodology of past planning teams. ◆ Determine resources (financial, personnel, etc.) to support planning process. ◆ Review assessment plan to determine if all necessary data is being gathered and utilized.