

INSTRUCTIONAL LEADERSHIP: Action Planning

Overview: Action Planning is the operational form of strategic, long range plans. Usually assigned to specific individuals with the expectation of completion in one school year, these plans focus the personnel and financial resources of the district on specific outcomes linked to student learning outcomes.

	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
GUIDING QUESTIONS	<ul style="list-style-type: none"> ◆ What is our current action plan? When was it adopted? ◆ What role should or does the board play in development of the action plan? ◆ Does the general community play a role in action planning? ◆ How should the action plan be communicated to school constituencies? ◆ Does the action plan position the school to meet state and federal requirements, including NCLB? ◆ What resources are needed to implement the action plan? 	<ul style="list-style-type: none"> ◆ What data is available to inform the design of the action plan? What data is missing/needed? ◆ How is action planning conducted in district/school? ◆ Who determines priorities? ◆ What is role of board/community in action planning? ◆ How is action planning authenticated and validated? ◆ What resources are needed to support action plans? 	<ul style="list-style-type: none"> ◆ What are the elements in the district/SU action plan? Are there other areas that should be considered? ◆ What is the relationship between the local action plan and the district/SU action plan? ◆ What data are available? If more data is needed what needs to be in place to gather that data? ◆ How and who collects the data? ◆ What is the board policy/practice in forming an action planning team? ◆ How is the action planning team going to conduct its work? ◆ How do the components of the action plan link to other aspects of the school – assessment, PD, curriculum and instruction, policy, etc?

INSTRUCTIONAL LEADERSHIP: Action Planning *(continued)*

TASKS TO CONSIDER	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
	<ul style="list-style-type: none"> Review copy of the current action plan. 	<ul style="list-style-type: none"> Review existing action plans. 	<ul style="list-style-type: none"> Review current and past action plans – district/SU and local.
	<ul style="list-style-type: none"> Determine board and community role in action planning process. 	<ul style="list-style-type: none"> Analyze results of action plan efforts. 	<ul style="list-style-type: none"> Work with central office to review data and processes for developing the action plan.
	<ul style="list-style-type: none"> Review the action plan during its development <u>before</u> final adoption. 	<ul style="list-style-type: none"> Use results as data to evaluate action plans. 	<ul style="list-style-type: none"> Review membership, processes and methodology of past action planning teams.
	<ul style="list-style-type: none"> Determine resource needs for action plan implementation. 	<ul style="list-style-type: none"> Develop budget to support action plans. 	<ul style="list-style-type: none"> Determine resources - financial, personnel, etc to support the action planning process.
	<ul style="list-style-type: none"> Regularly monitor progress of the action plan during development and implementation. 	<ul style="list-style-type: none"> Build system support for action plans (personnel, release time, etc.) 	<ul style="list-style-type: none"> Review professional development programs to determine links to and impact of the action plan.
	<ul style="list-style-type: none"> Communicate to the community the action planning process, the action plan, and the progress in meeting the goals of the plan. 	<ul style="list-style-type: none"> Review title funds for Staff Development funds (resources) to support action plans. 	<ul style="list-style-type: none"> Review assessment plan to determine if all necessary data is being gathered.
	<ul style="list-style-type: none"> Consider developing policy on action planning. 	<ul style="list-style-type: none"> Review board policies. 	