

### 1001 STRATEGIC PLANNING AND IMPROVEMENT

The Board of Education believes in engaging in a systematic, collaborative, evidence-based, continuous improvement process, which focuses on district and school improvement in the areas of student achievement, community engagement, safety and security, and management and operations. The Board believes that relentless attention to these areas is critical to improving district processes and procedures, and student outcomes.

The Board and Superintendent shall collaboratively annually review, evaluate and update a Strategic Plan which clearly identifies the Beliefs, Mission, Vision, Goals and Annual Objectives of the School District.

Definitions:

**Beliefs** are enduring and timeless values that define what the District finds worthwhile.

The **Mission** defines the purpose of the School District, i.e. why the District exists. The Mission is a clear and compelling statement that is a direct outgrowth of the District's Beliefs. The Mission is the focal point for all District efforts.

The **Vision** of the District describes in vivid terms what the Mission would look and feel like fully accomplished. The Vision is something every member of the organization strives to realize each and every day. The Vision conveys beliefs and values, is passionate, motivating and inspiring, and has a shared meaning to stakeholders.

District **Goals** are clear statements identifying improvement or progress in specific areas, programs or functions of the District.

**Objectives** are specific, measurable, attainable, reasonable and timely (SMART) statements that are developed to support the achievement of each Goal.

**Action Plans** are developed by each administrator or team of administrators assigned by the Superintendent for the purpose of achieving annual Objectives identified by the Board of Education. Action Plans include: SMART Objective(s) required to achieve each stated District Goal; specific actions required to achieve each objective assigned to the administrator(s); a timeline for the completion of the action; individual(s) responsible for accomplishing each action; measurable outcomes or evidence that the action



was completed or achieved; and a reflection on the status of the action at specified time intervals.

### Strategic Planning Processes

#### ***Board of Education Strategic Planning Retreat***

The Board of Education shall annually engage in a Strategic Planning Retreat for the purpose of assessing progress on the Strategic Plan and its Goals and Objectives, and to establish Objectives for the upcoming school year.

#### ***Leadership Team Strategic Planning Retreat***

The Superintendent of Schools shall lead all administrators in an annual Strategic Planning Retreat for the purpose of reviewing the Board-developed Goals and Objectives, and to begin to establish Action Plans to ensure the achievement of such Goals and Objectives. Administrators or assigned teams of administrators shall submit completed Action Plans to the Superintendent of Schools by September 15th of each school year.

The Superintendent of Schools shall present the District Strategic Plan, including annual Goals and Objectives, each year to the staff and at a Public Board of Education Meeting no later than September 30th. The Superintendent shall post the Strategic Plan with annual Goals and Objectives on the District website by September 30th of each school year.

Administrators or assigned teams of administrators shall formally update progress on their Action Plans at designated times each year as directed by the Superintendent; however, no fewer than three times per school year. Progress on administrators action plans shall be considered as part of their annual evaluations consistent with policy, statute, administrative code and regulations, and contractual language regarding the evaluation of school administrators.

The Superintendent shall provide the Board of Education with regular updates on progress on annual Goals and Objectives. Each year by January 30th, the Superintendent shall provide the Board of Education with Mid-Year Report on Goals and Objectives, which shall be considered as a part of the Superintendent's evaluation consistent with Policy #1240 and contractual requirements.

#### ***Annual Strategic Planning Convocation***

The Superintendent of Schools shall conduct an annual Strategic Planning Convocation no later than the end of the student school year to evaluate progress on annual Goals and Objectives with administrators and selected teacher leaders. Such convocation will result in a summary of progress on the current year's goals and objectives, staff and administrative recommendation



# POLICY

## BURLINGTON TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

1001/page 3 of 3

Strategic Planning and Improvement

for Goals and Objectives, areas of need, or other recommendations for the Board of Education to consider when developing the District Strategic Plan, Goals, and Objectives for the upcoming school year.

The Superintendent shall prepare and present to the Board of Education a final report on the status of the achievement of Goals and Objectives each year. Such report shall be posted on the District website.

First Reading: May 29, 2013  
Final Adoption: June 26, 2013

