

Annual Work Plan

2017 - 18

Policy Reference	Title	Monitoring Method	Monitoring Frequency	Month	2017-18 Meeting Date
OE 11	Discipline	Internal Report	Annually	August	8/7/2017
GC 6	Annual Work Plan	Board Self-Assessment	Twice Annually	August	8/7/2017
OE 13	Facilities	Internal Report	Qrtly Updates	August	8/7/2017
	Emergency Superintendent				
OE 2	Succession	Internal Report	Annually	August	8/7/2017
OE 3	Treatment of Stakeholders	Internal Report	Annually	September	9/11/2017
R 7	College and Career Readiness	Internal Report	Annually	October	10/9/2017
R 8	Perceptions of Stakeholders	Internal Report	Annually	October	10/9/2017
OE 10	Instructional Program	Internal Report	Annually	October	10/9/2017
OE 13	Facilities	Internal Report	Qrtly Updates	October	10/9/2017
OE 6	Financial Administration	Internal Report	4 times/yr	October	10/23/2017
OE 8	Communicating with the Board	Internal Report	Annually	November	11/6/2017
			Upon release of		
R 1	Literacy	Internal Report	test results	November	11/6/2017
OE 6	Financial Administration	Internal Report	4 times/yr	December	12/11/2017
OE 7	Asset Protection	Internal Report	Annually	December	12/11/2017
B/SR 5	Superintendent Accountability	Board Self-Assessment	3 times/yr	December	12/11/2017
			Upon release of		
R 2	Numeracy	Internal Report	test results	December	12/11/2017
GC 6	Annual Work Plan	Board Self-Assessment	Twice Annually	January	1/8/2018
B/SR 4	Authority of Superintendent	Board Self-Assessment	Annually	January	1/8/2018
GC 5	Board Committees	Board Self-Assessment	Annually	January	1/8/2018
GC 3	Board Job Description	Board Self-Assessment	Annually	January	1/8/2018
GC 8	Board Member Conflict of Interest	Board Self-Assessment	Annually	January	1/8/2018
GC 7	Board Members' Code of Conduct	Board Self-Assessment	Annually	January	1/8/2018
GC 1	Board Purpose	Board Self-Assessment	Annually	January	1/8/2018
OE 13	Facilities	Internal Report	Annually	Winter Retreat	TBD
GC 2	Governing Commitments	Board Self-Assessment	Annually	January	1/8/2018
GC 4	Officers' Roles	Board Self-Assessment	Annually	January	1/8/2018
	Process for Addressing Board				
GC 9	Member Violations	Board Self-Assessment	Annually	January	1/8/2018
B/SR 1	Single Point Connection	Board Self-Assessment	Annually	January	1/8/2018
B/SR 2	Single Unit Control	Board Self-Assessment	Annually	January	1/8/2018
B/SR 3	Staff Accountability	Board Self-Assessment	Annually	January	1/8/2018
OE 13	Facilities	Internal Report	Qrtly Updates	January	1/8/2018
			Upon release of		
R 3	Science	Internal Report	test results	January	1/8/2018
OE 6	Financial Administration	External Report	Annually	January	1/22/2018
OE 6	Financial Administration	Internal Report	4 times/yr	January	1/22/2018

Annual Work Plan 2017 - 18

Policy Reference	Title	Monitoring Method	Monitoring Frequency	Month	2017-18 Meeting Date
R 4	Social Studies	Internal Report	Upon release of test results	February	2/5/2018
OE 4	Personnel Administration	Internal Report	Annually	February	2/5/2018
R5	Other Academic Disciplines (Digital Learning, Fine Arts, Health/PE, Foreign Lang., CATE)	Internal Report	Annually	March	3/5/2018
OE 1	Global Operational Expectation	Internal Report	Annually	March	3/5/2018
OE 9	Communicating with the Public	Internal Report	Annually	April	4/16/2018
OE 13	Facilities	Internal Report	Qrtly Updates	April	4/23/2018
OE 6	Financial Administration	Internal Report	4 times/yr	April	4/23/2018
OE 5	Financial Planning	Internal Report	Annually	May	5/7/2018
GC 10	Governance Cost	Board Self-Assessment	Annually	May	5/7/2018
B/SR 5	Superintendent Accountability	Board Self-Assessment	3 times/yr	May	5/7/2018
	Learning Environment / Treatment of				
OE 12	Students	Internal Report	Annually	June	6/4/2018
R 6	Personal Success and Citizenship	Internal Report	Annually	June	6/4/2018
B/SR 5	Superintendent Accountability	Board Self-Assessment	3 times/yr	June	6/4/2018

Red = GC (Governance Culture)

Black = OE (Operational Expectations)

Green = R (Results)

Blue = B/SR (Board/Superintendent Relationship)

DRAFT TO BOARD
BOARD APPROVED

8/7/2017

OE-11

Policy Type: Operational Expectations**Discipline**

The superintendent shall establish and consistently enforce discipline policies to maintain safe and effective environments for all students.

The superintendent shall:

1. Appropriately involve teachers, administrators, students and the community in developing student discipline policy.
2. Assure that teachers, students and parents are informed of the disciplinary expectations of students.
3. Ensure that all policies and procedures regarding discipline are enforced consistently using reasonable judgment.
4. Inform the board of any changes to the district policy manual.
5. Make sure that all personnel follow the policy guidelines including notifying parents in a reasonable time of any discipline hearings.

The superintendent will not permit:

1. Unruly student behaviors that disrupt learning.
2. The use of drugs and alcohol by students and adults on school property and at school-sponsored events.
3. The presence of firearms and other dangerous weapons on school property and at school-sponsored events except as allowed by state law.
4. Any form of intimidation, bullying, disrespect or violence to go unaddressed on school property and at school-sponsored events.
5. The use of tobacco products by students and adults on school property and at school-sponsored events (effective December 2007).

Adopted: 06-04-07; Revised 10-24-11; Revised 8-25-14

Monitoring Method: *Internal report*
Monitoring Frequency: *Annually in June August*

R-1

Policy Type: Results**Literacy**

Student achievement in literacy will be measured according to the *Strategic Plan Performance Goals* and annual results. Overall student performance in literacy will meet or exceed the *District Consolidated Goals* baseline measures for reading and English language arts. The district will allocate the necessary resources to ensure students can achieve the district goal in literacy.

Adopted: 06-04-07; Revised 10-24-11

Monitoring Method: Internal report

Monitoring Frequency: Literacy: Upon release of test results, February, November

R-2

Policy Type: Results**Numeracy**

Student achievement in numeracy will be measured according to the *Strategic Plan Performance Goals* and annual results. Overall student performance in numeracy will meet or exceed the *District Consolidated Goals* baseline measures for math. The district will allocate the necessary resources to ensure that students can achieve the district goal in numeracy.

Adopted: 06-04-07; Revised 10-24-11

Monitoring Method: *Internal report*

Monitoring Frequency: *Numeracy: Upon release of test results, ~~March~~ December*

R-3

Policy Type: Results**Science**

Student achievement in science will be measured according to the *Strategic Plan Performance Goals* and annual results. Overall student performance in science will meet or exceed the *District Consolidated Goals* baseline measures for science. The district will allocate the necessary resources to ensure that students can achieve the district goal in science.

Adopted: 06-04-07; Revised 10-24-11

Monitoring Method: *Internal report*

Monitoring Frequency: *Upon release of test results, April January*

OE-6

Policy Type: Operational Expectations**Financial Administration**

The superintendent shall not: cause or allow any financial activity or condition that materially deviates from the budget adopted by the board; cause or allow any fiscal condition that is inconsistent with achieving the board's **Results** or meeting any **Operational Expectations** goals; or place the long-term financial health of the district in jeopardy.

The superintendent shall:

1. Assure that payroll and legitimate debts of the district are promptly paid when due.
2. Assure that all purchases are based upon comparative prices of items of similar value, including consideration of both cost and long-term quality.
3. Use a competitive bidding procedure for the purchase of all supplies, contractual services, materials and equipment, except as approved for exception in the procurement code and as provided by the procurement code through a sole source or emergency procurement method.
4. Provide for an annual audit of all district funds and accounts.
5. Make all reasonable efforts to collect any funds due the district from any source.
6. Keep complete and accurate financial records by funds and accounts in accordance with generally recognized principles of governmental accounting.
7. Publish a financial condition statement annually.

The superintendent shall not:

1. Expend more funds than have been received in the fiscal year unless revenues are made available through other legal means, including the use of fund balances, the authorized transfer of funds from reserve funds, and tax anticipation notes.
2. Indebt the organization.
3. Allow any required reports to be overdue or inaccurately filed.
4. Receive, process or disburse funds under controls that are insufficient under generally accepted accounting procedures.

5. Permit the year-end fund balance to reach a level less than 15 percent of the prior fiscal year's General Fund expenditures.

Adopted: 06-04-07; Revised 10-24-11; Proposed Revision 03-25-13

Monitoring Method and Frequency:

Internal report: Four times a year in October, December, January and April

External report: Annually in **December** January

R-4

Policy Type: Results**Social Studies**

Student achievement in social studies will be measured according to the *Strategic Plan Performance Goals* and annual results. Overall student performance in social studies will meet or exceed the *District Consolidated Goals* baseline measures for social studies. The district will allocate the necessary resources to ensure that students can achieve the district goal in social studies.

Adopted: 06-04-07; Revised 10-24-11

Monitoring Method: *Internal report*

Monitoring Frequency: *Upon release of test results, May February*

Policy Type: Results**Other Academic Disciplines**

Each student will have the opportunity to participate in an enriched curriculum that includes course offerings such as:

- Digital Learning
- Fine Arts
- Health and Physical Education
- Foreign Language
- Career and Technical Majors

Overall student participation in other academic disciplines will be provided in an annual monitoring report to the board. The district will allocate the necessary resources to ensure students have the opportunity to participate in other academic disciplines.

Adopted: 06-04-07; Revised 10-24-11; Revised 8-25-14

Monitoring Method: *Internal report*
Monitoring Frequency: *January March*

OE-5

Policy Type: Operational Expectations**Financial Planning**

The superintendent shall develop and maintain a multi-year financial plan that is related directly to the board's **Results** priorities and **Operational Expectations** goals, and that avoids long-term fiscal jeopardy to the district.

The superintendent shall develop a budget that:

1. Is in a summary format understandable to the board and presented in a manner that allows the board to understand the relationship between the budget and the **Results** priorities and any **Operational Expectations** goals for the year;
2. Credibly describes revenues and expenditures.
3. Shows the amount spent in each budget category for the most recently completed fiscal year, the amount budgeted for each category for the current fiscal year and the amount budgeted for the next fiscal year.
4. Delineates the proposed expenditures by site level, including all schools, central office and multi-school functions.
5. Discloses budget-planning assumptions, including those assumptions and priorities identified by the board in December and major funding initiatives, by May 15 of each year.
6. Assures fiscal soundness in future years.
7. Reflects anticipated changes in employee compensation, including inflationary adjustments, step increases, performance increases and benefits.
8. Establishes personnel positions in the budget, including those created within the amount designated for personnel contingencies.
9. Inform board of all budget assumptions/changes as they occur.

The superintendent may not develop a budget that:

1. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year.
2. Reduces the projected year-end fund balance (undesignated reserves) to an amount less than 15 percent of the prior year's General Fund expenditures.

Adopted: 06-04-07; Revised 10-24-11; Revised 03-25-13

Monitoring Method: Internal report
Monitoring Frequency: Annually in April May