

ANACORTES SCHOOL DISTRICT #103

Procedure No. 2010-P
Instruction

COLLABORATIVE SCHOOL GOVERNANCE DECISION AREA MATRIX

Area	District	School/Site
Goals	Strategic Planning Board/Superintendent Priorities Leadership Team	School/Classroom Staff Growth Priorities
Budget	Allocations to Buildings and Departments Payroll, Payables Compliance/Reporting Process (ASB, Capital Projects, Debt Service, Transportation, General, Reserve)	Priorities within allocation to support district and school improvement plans Develop/implement supplemental grants Compliance reporting for grants
Operations	Transportation schedules Food Service delivery Custodial/Maintenance schedules Reporting compliance	Advisory/Feedback
Personnel	Establish and implement process and procedures for hiring, evaluation, discipline, termination, legal proceedings Administrative hiring, assignment and evaluation Collective bargaining State/Federal reporting Job descriptions Position advertisements	Screen and interview certificated/classified staff Peer coaching/assistance Principal: Hiring recommendations Assign, evaluate staff Assure compliance with process
Program	Categorical program design and compliance Curriculum standards approval Extra-curricular offerings	Supply materials and equipment to implement standards Training process for students/equipment Daily schedule/master schedule Extra-curricular schedules Evaluate program effectiveness
Students	School year calendar Start/stop time Assessment procedures/materials Student rights/responsibilities Due process	School day scheduling Student classroom placement Develop/implement reporting system to parents Develop/implement student discipline process Student groupings for instruction



A Lighthouse for Public Education in Our Community:

Ensuring No Child Is Lost Creating Lifelong Learners Inspiring High Achievement Nurturing Responsible Citizenship

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Area	District	School/Site
Curriculum	Content area competencies Curriculum adoption Required courses of instruction Coordination with state groups: ESD, OSPI	Materials/equipment selection Curriculum implementation Instructional methods/techniques
Facilities	Planning, expansion, renovations Maintenance, repair schedules Technology planning/implementation Hardware/equipment standards Software standards Infrastructure Security Maintenance/repair Policies/fees for community use	Selection of specific equipment Development of ed specs/recommendations Coordination of user schedules Implementation and supervision of standards
Staff	FTE allocation to site/department Assignment/transfer process Coordination of training and technology assistance	Develop/implement in-service Assist with district level planning
Community	Communication/dissemination of information Cooperative agreements with agencies, businesses, higher education	Establish/support parent groups Coordinate volunteer services Cooperation with ASF, service clubs
Legal/Compliance	Legislative agenda priorities Risk management Staff and student safety/security State/Federal regulations OSPI, OSHA/WSHA, L&I Legal assistance, interpretations	Implement school security procedures

Cycle of School Improvement Planning

August meeting (3 hours)

- Review dashboard data
- Prepare a report of progress towards SIP goals
- Continue to revise the school improvement plan for the coming year, as data indicates

September meeting (half-day)

- Complete needed revisions for the upcoming year
- Prepare the plan for submission to the superintendent and the director of learning and instruction for approval
- Principals submit the school improvement plan, the School Improvement Team membership list, and a calendar of meeting dates to the superintendent and director of learning and instruction

October (no meeting required)

- School improvement plans are submitted to school board for approval

January (half-day)

- Mid-year review of progress towards goals



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May or June (half day)

- End of year review of school improvement plan
- Begin revision process for the next school year

Annual Site Visit

- At the annual site visit of the school board to the school, school improvement team members are invited to share progress of the plan.

Format

- Required school improvement goals must be submitted in the district template (SMART goals)
- Required goals are follows:
 - Elementary – reading, math, school ready, and transition goals

Secondary – reading, math, transition and college ready goals

