

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS**604 CONTINUOUS IMPROVEMENT OF PROGRAMS****I. PURPOSE**

The Prior Lake-Savage Area School Board is committed to the ongoing review of all district programs in order to promote a successful educational environment and achievement of the school districts strategic plan. The purpose of this policy is to make permanent the implementation of the continuous improvement model for all relevant district programs.

II. DEFINITION

- A. Best practices: Practices for programs that are recommended in educational literature and research.
- B. Continuous Improvement Process (CIP): A process in which programs are reviewed on a continual, regularly scheduled cycle rather than on an intermittent basis.

III. GENERAL STATEMENT OF POLICY**A. Plan for Continuous Improvement of Programs**

Prior Lake-Savage Area Schools has a responsibility to provide for the programming needs of students enrolled in the district. Prior Lake-Savage Area Schools will involve residents, the school board, and professional staff in the review of programs. Significant characteristics of this program improvement plan will include the following:

1. In the development of the programs, a stakeholder committee will be established. Membership of the committee ~~will~~ may include, but not be limited to, community members, staff, administrators and students (as appropriate).
2. The Assistant Superintendent has general oversight and responsibility for the Continuous Improvement Process and will recommend a facilitator for the program under review.
3. Input will be sought from parents, students, teachers, administrators, and members of the community.
4. Federal and State Legislative changes pertaining to programs will be reviewed and incorporated as appropriate.
5. Requirements of the Minnesota Department of Education and the state legislature will be met and exceeded whenever fiscally possible.
6. Recommendations regarding program improvement will be within current financial parameters of the school district.

B. Programs to Be Reviewed

Elementary, secondary, and district programs will be evaluated together. The programs to be reviewed are:

1. Co-curricular Activities (Activities Director)
2. Community Education (Director of Community Education Services)
3. Counseling/Social Work/Chemical Health (Director of Teaching and Learning)
4. English Learners (EL) (Assistant Director of Student Support Services)
5. Food Services (Director of Child Nutrition Services)

6. Gifted/Talented: (Assistant Director of Student Support Services)
7. Health Services (Director of Student Support Services)
8. Specialized Programs: (Director of Teaching and Learning)
9. Special Education: Targeted Services Multi-Tier Systems of Support
10. Title 1 (Assistant Director of Student Support Services)
11. Transportation (Director of Operations/Transportation)

C. Review Process

1. Year One: Analysis and Recommendations:

The purpose of year one will be to engage in an in-depth study of the current program to determine its overall effectiveness. The committee will examine current best practices; research literature; review successful models, processes, and standards; seek input from outside resources; and consider quality indicators in programming. The committee will also collect and analyze Prior Lake-Savage Area Schools' data specifically about the program under review.

Based on the results of the study, the committee will identify strengths and needs of the existing program and develop an action plan for future planning and subsequent programming within the current financial parameters of the school district. Action plans will be presented to the school board for review.

2. Year Two: Implementation and Evaluation:

During year two, administration and staff will implement the action plan and gather data on improvement steps. A final document will be submitted to the school board.

D. Review of Process

The school board and administration will periodically review the Continuous Improvement Process and make necessary changes as needed.

1. Recommended changes to the Continuous Improvement Process will be implemented in the current school year.
2. The review of a program may be triggered by the following circumstances:
 - Administrative Goals
 - School Board Goals
 - Change in State and Federal Mandates
 - Change in Program or State Standards
 - Other reasons which may necessitate a program/vision card review: Program Data/Results, Community Input, Student Population, Budget, etc.
3. Every five (5) years the programs listed in the above section will convene a committee to conduct a program review.

School Board Adoption: August 13, 2018

An Equal Opportunity School District