

ISD 318

Administrative Services

Department Continuous Improvement Plan

2007-2008

Department: Business Services

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Date: November 26, 2007

District Aim: **EFFECTIVE AND EFFICIENT SYSTEMS:** The District will develop systems which allow for the effective and efficient use and coordination of all resources and activities to provide highest student achievement.

Improve electronic communication within building and district.

Objective/Goal(s):

1. The Business Office will increase use of electronic procedures.
2. To improve and make more efficient the systems and procedures that impact financial documents leading up to the annual audit.

Action Plan Strategies:

1. Explore the capabilities of SMART Finance to pay vendors electronically.
2. To develop internal control procedures and to implement on line ordering for accurate pricing and encumbering budgets with building secretaries.
3. To explore the integration of internal financial systems and related software packages, such as, scanning documents for archival.
4. Review internal controls and procedures in order to meet GASB requirements.
5. We will meet formally once a month.

District Aim: **PARTNERSHIPS:** Partnerships are essential to support student achievement.

Objective/Goal(s): 1. Implement PaySchools for Community Education, Food Service, Athletics, and Greenway.

Action Plan Strategies:

1. Intergrate Campus with PaySchools.
2. Add fillable forms to Athletics and GRHS for activity fees and parking fees.

Objective/Goal(s): 2. Streamlining procedure for Greenway Business Services Partnership.

1. Improve process for Greenway Business Services



ISD 318 Community Education Continuous Improvement Goals 2007-2008

District Aim: Partnerships

Goal 1

Community Education staff will host a youth programming workshop in an effort to decrease duplication and build partnerships among community organizations that provide youth afterschool and summer opportunities within the ISD 318 service area.

1. Develop a list of local youth programmers
2. Create a matrix for programmers to use for inventory purposes
3. Compile program data
4. Host workshop, share inventory, identify strengths and barriers
5. Working with community partners develop action plans to address barriers

District Aim: Student Achievement

Goal 2

Community Education staff will review the current Learning Academy Program model and modify as needed to meet the needs of the learners enrolled.

1. Review MAP data of LA enrolled students
2. Review current research related to best practice in out of school time programming
3. Develop program strategies to address areas of weakness
4. Build relationships in order to offer community based complementary learning opportunities for LA students

ISD 318

Administrative Services

Curriculum and Instruction Department

Continuous Improvement Plan

2007-2008

Department: Curriculum & Instruction

Developed: February 2008

District Aim: **Student Achievement:** Highest student achievement is the primary aim of District 318

Objective/Goals: **The Curriculum and Instruction department will continue to facilitate best practice research and corresponding professional development toward the attainment of highest student achievement.**

Action Plan Strategies:

1. Grade level and curriculum meetings will be held several times per year.
2. Learning community meetings will be scheduled regularly and leadership teams maintained.
3. Staff will compare and evaluate teaching strategies
4. Support and assistance will be provided to site teams.
5. Professional staff development opportunities will be provided to staff and other districts utilizing best practices consultants.
6. Assessment training in the use of data will be implemented for principals and site team representatives for the purpose of systematically analyzing data.
7. Trainings for online MCA II/GRAD assessments will be held for all principals and affected staff to improve the testing process.

