



**RESEARCH, EVALUATION AND PLANNING**

As required by law, the Executive Director shall annually direct development or review of the school’s long and short range goals and the plan of action to attain them. Objectives shall be approved by the Board of Trustees; the plan of action shall be prepared in consultation with teaching staff members. The school's plans shall be discussed at a public meeting before the date required by law.

Further, the Executive Director shall coordinate continual research and evaluation of programs and facilities. The master plan shall be studied and revised periodically to keep it in accord with the changing circumstances and aspirations of the school.

School-Level Planning

By September 30, the principal shall coordinate development and implementation of a school-level plan based on school achievement data. This plan shall include pupil performance objectives, a review of progress by teaching and administrative staff, and the involvement of parents.

The performance objectives shall be based on pupil performance or behavior standards as defined in the administrative code.

At least once per semester, the principal of each school shall conduct meetings by grade level, department, team or similarly appropriate group to review the school-level plan. The review shall include:

- A. School achievement data, including report card, assessment, and performance results;
- B. Progress toward achieving pupil performance objectives;
- C. Progress toward achieving core curriculum content standards.

Each principal shall sign a statement of assurance attesting to these activities on the form prescribed by the commissioner of education.

The Executive Director will supervise the preparation and timely submission of accurate reports in order to ensure compliance with all Federal, State, County and Local laws and regulations, Board policies, contract terms and conditions. The Executive Director will promptly prepare and file updates and revisions to reports whenever new information becomes available that would require that an amended report be submitted. The Executive Director may delegate the preparation and revision of reports to other employees of the Board. However, the Executive Director retains final responsibility for the action taken when tasks are delegated. If the revisions and corrections are so significant as to compromise the basic integrity of the report, the Executive Director will inform the Board President in order that appropriate corrective action may be taken by the Board.

**Board Approval Date: 1/19/2010**  
**Updated and Approved 10/19/2010**