



**WINDHAM SCHOOL
DISTRICT**

NUMBER: SD-09.22 (rev. 2)

DATE: June 10, 2021

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**SUPERSEDES: SD-09.22 (rev. 1)
October 19, 2020**

SUPERINTENDENT DIRECTIVE

SUBJECT: DISTRICT IMPROVEMENT PLAN

AUTHORITY: Tex. Edu. Code Chapter 19 §19.003; Windham Board Policy (WBP)-03.02, “Windham School District Superintendent Responsibilities and Authority”

APPLICABILITY: Windham School District (WSD)

POLICY:

The Windham School District (WSD) shall develop a District Improvement Plan (DIP) annually. In developing the DIP, the District Educational Improvement Committee (DEIC) shall be guided by the WSD five-year strategic plan to identify and/or continue initiatives and strategies focused on improving district performance. Through the Site-Based Decision Making (SBDM) process each campus shall review the WSD strategic goals and the DIP to develop a Campus Improvement Plan (CIP). The district and campus plans are to be mutually supportive of the WSD statutory and strategic goals.

DEFINITIONS:

Campus Improvement Plan (CIP) is a focused action plan for the campus. It shall define student achievement goals, establish instructional strategies for the campus community, and set priorities.

Comprehensive Needs Assessment (CNA) is a systematic process for determining and addressing needs between current conditions and desired conditions. The discrepancy between the current condition and wanted condition must be measured to appropriately identify the need. The need can be a desire to improve current performance or to correct a deficiency.

District Educational Improvement Committee (DEIC) is the district-level planning and decision-making committee that serves in an advisory role to the Superintendent. The DEIC shall review and provide input on the district's educational goals, objectives, and major district-wide classroom instruction, supplemental services and Career and Technical Education programs.

District Improvement Plan (DIP) is a document outlining a series of goals and objectives developed to guide district and campus staff in the improvement of student performance for all student groups.

Site-Based Decision Making (SBDM) is a process for decentralizing decisions to improve the educational outcomes at every school campus through a collaborative effort by which principals, teachers, counselors, campus staff and district staff assesses educational outcomes of all students, determine goals and strategies, and ensure that strategies are implemented and adjusted to improve student achievement.

PROCEDURES:

I. District Improvement Plan (DIP)

The DIP process provides a comprehensive system for continuous improvement for the district. The DEIC functions to accomplish this effort at the district level through the establishment of goals, objectives, and strategies over time to ensure and maintain an aligned focus throughout the district while allowing each campus the necessary flexibility for local decisions. The Division of Instruction facilitates the DIP process in collaboration with the Division of Operations.

- A. The DIP shall be developed, evaluated and revised annually. The DIP shall be data driven and results oriented. The DIP is designed to meet the overall goals of both the WSD and the units as each unit is required to have a Campus Improvement Plan (CIP) that aligns with the DIP. Each objective is discussed and modified to meet the overall goals to:
 - 1. Reduce recidivism;
 - 2. Reduce the cost of confinement or imprisonment;
 - 3. Increase the success of former students/residents in obtaining and maintaining employment; and
 - 4. Provide an incentive to students/residents to behave in positive ways during confinement or imprisonment.
- B. The plan shall include a CNA, measurable district performance objectives and data disaggregated by student groups, including students in special education programs. The plan shall also provide strategies for improvement of student performance.

- C. Performance targets to determine the expected result/ impact of each strategy shall be established so the district may further identify areas of strength, critical information areas, or areas in which the district may need to focus additional resources.
- D. The DIP shall be evaluated quarterly with a formative evaluation and at the end of the year with a summative evaluation.

II. District Educational Improvement Committee (DEIC)

- A. The DEIC shall be comprised of district and campus level staff along with other stakeholders as appropriate.
- B. The DEIC shall plan and schedule activities in order to have the DIP developed by August 1 of each year.
- C. The DEIC shall use available research data to assess or measure need to document a challenge that exists.
- D. The DEIC shall review the DIP from the previous year to determine if any goals, strategies or performance measures should be continued, modified or deleted and if any new strategies, goals or performance measures should be developed.
- E. Assessment of needs shall focus on those factors that have the potential to positively impact student achievement.
- F. The DIP shall be made available to each campus to guide the development of their CIP.

III. SBDM Teams

- A. A SBDM team will be established on each unit.
- B. The SBDM team will be composed of elected education staff representatives. Two-thirds of the committee must be teacher representatives and one-third must represent other education staff. If the campus staff volunteers to have all members involved on the campus SBDM, then the representative requirements are waived.
- C. Other persons concerned with the unit education program, but not working for education, may be appointed by the principal.
- D. The SBDM team will assist the unit principal in establishing campus objectives and in the development, review, and revision of the CIP.

- E. The principal will seek input from the SBDM team in decision-making activities related to instructional resources, budgeting, goal setting, school organization, and staffing.

IV. Campus Improvement Plan

The Site-Based Decision Making (SBDM) team reviews the District Strategic Goals and Objectives, as well as the DIP, and applies these on a unit level through the development of a CIP.

- A. The CIP is designed to meet the overall goals of both the WSD and the unit. Each objective is discussed and modified to meet the overall goals for that particular unit.
- B. The SBDM team should review the CIP from the previous year to determine if any goals, strategies, or performance objectives should be carried into the new school year. All goals, strategies, and performance objectives will be aligned with the District Improvement Plan and the District Strategic Plan. New goals, strategies, and performance objectives are added as needed.
- C. The CIP will be documented in the district-approved format as designated by the director of the Division of Instruction.
- D. Campus Improvement Plans will be completed by September 1 of each school year.
- E. SBDM teams will review the District Improvement Plan and Campus Improvement Plans at least quarterly and document progress of each strategy in the district-approved CIP format.

V. Implementation

If implemented appropriately, the District Improvement Plan will lead to a highly effective district characterized by the following:

- A. District and campus priorities are determined based on needs assessment and performance data.
- B. Implementation activities are directed and initiated by WSD staff.
- C. Evaluation of student performance is ongoing to provide information relevant to instructional decisions.

- D. Curriculum implementation and instructional methods are supported at the district level and coordinated at the campus level to meet the unique instructional needs of the students being served.
- E. Instructional staff will utilize district-approved curricular resources and standards to ensure alignment of curriculum, instruction, and assessment.
- F. District-wide initiatives will be implemented with fidelity.
- G. District and campus strategies will be aligned with WSD priorities, vision, and mission.

Signature on file

Kristina J. Hartman, Ed.S.
Superintendent
Windham School District