

Governance Plan - Policies and Procedures
2016-19
Chairperson: Dr. Kevin D. Patterson

The district Governance Plan Committee recommends the Governance Plan for policy and procedure review and recommendation for the Ozark School District. This committee is made up of both internal and external constituents. Board policies [BF](#), [CH](#), and [CHCA](#) define the approval process, implementation, and dissemination of board policy and handbooks. This plan will define the process to recommend board policy to the Ozark R-VI School Board as well as the building and employee handbooks. The district Comprehensive School Improvement Plan ([CSIP](#)) defines the need for this committee from Goal Six - Governance, Section A, numbers 1 to 4 as indicated in this plan. The 2015-16 district committee was made up of the following people.

Kevin D. Patterson, Ed.D.	Superintendent
Patty Quessenberry	School Board President
Jeff Laney	School Board Member
Ron Rushing	Parent and Local Business Person
Karen Hood	North Elementary Principal
Skyler Brown	Upper Elementary Assistant Principal
Antoinette Martin	Early Childhood Tiger Paw Teacher
Lindsay Ash	Junior High Teacher
Jessica Lineberry	West Elementary Teacher
Robin Fox	South Elementary Secretary
Kim Spence	High School Teacher

Goal 1 (CSIP Goal 6): Govern the LEA/District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

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Objective 1.1 (CSIP Objective 6.A):

The district will establish an annual plan to ensure local policies, procedures, and handbooks align with the latest statutory requirements, local beliefs, and values which support the educational mission of the district.

Strategy 1.1.1 (CSIP 6.A.1)

Review annually and revise appropriate district policies

#	Action Step	Person Responsible	Date to be finished
1	The district will utilize an outside agency (MSBA) to help establish board policy updates which follow latest trends, federal, and state requirements.	Superintendent	Continual based on receiving policy updates.
2	The following process will be utilized by the superintendent when new policy updates have been received by MSBA. <ul style="list-style-type: none"> A. Prior to board recommendation, the Superintendent will review each policy in the update. B. The Superintendent will assign an appropriate building/district administrator or teacher for reading and approval. C. If any issues are found in either of the previous steps, changes will be recommended and sent back to MSBA for the school attorneys to review. D. The policy will be recommended to board for first reading and possible approval if no changes are recommended. 	Superintendent	Continual based on receiving policy updates.
3	The board will direct the superintendent to add other policies that are not included in MSBA updates as deemed necessary to reach the district mission. <ul style="list-style-type: none"> A. The board will direct the superintendent 	Superintendent	Continual as directed by the school

Board Approved: May, 2017

	<p>to investigate the recommended policy.</p> <p>B. The superintendent will utilize school attorneys to assist in writing the policy.</p> <p>C. Any revisions will be recommended to the board for approval.</p>		board.
4	<p>Other policy recommendations as indicated in board policy BF.</p> <p>A. The recommendation will be given to the superintendent in writing.</p> <p>B. The superintendent will use the same review process indicated in step two of this action plan.</p>	Superintendent	Continual as these are received.

Strategy 1.1.2 ([CSIP](#) 6.A.2-4)

Review annually and revise any appropriate district handbooks, building handbooks, and activity handbooks.

#	Action Step	Person Responsible	Date to be finished.
1	<p>District Handbooks - Once a year the district handbooks will be reviewed utilizing the following process.</p> <p>A. By March 1st, the district administrator or designee will establish a committee of individuals to look over the present handbook, checking to be sure that no policy conflicts are present.</p> <p>B. By April 1st, the Executive Director of Operations will bring the handbook to the district cabinet administrators to be check that no board policy conflicts are present.</p> <p>C. By May 1st, the cabinet will recommend approval of the district handbook to be taken to the HR Office to check for editing.</p> <p>D. The district handbook will be taken to the June board meeting for approval.</p> <p>E. Any revisions to the handbook made throughout the school year will be approved through the superintendent and the school board.</p> <p>F. These revisions will be communicated to the appropriate stakeholders.</p>	Executive Director of Operations	Final board approval no later than June for the upcoming school year.
2	Building and Activity Handbooks - Building and	Building	Final board

	<p>activity handbooks will be approved by the school board annually utilizing the following procedure.</p> <ul style="list-style-type: none"> A. By March 1st, the building principal and/or activity director will establish a committee of individuals (including a minimum of administrators, teachers, and/or other additional staff members) to look over the present handbook, ensuring that no policy conflicts are present and revising content as needed. B. By April 1st, the building principal will send the handbook to the cabinet for review. C. By May 1st, the cabinet will return the recommended changes to the building principal and/or activity director, who will be responsible for making necessary edits. D. The building/activity handbook will be presented to the board for approval by the June meeting. E. Any revisions to the handbook made throughout the school year will be approved through the superintendent and the school board. F. These revisions will be communicated to the appropriate stakeholders. 	<p>principals and/or activity directors.</p>	<p>approval no later than June for the upcoming school year.</p>
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Measurement

A survey tool was sent to parents, teachers and students asking two yes/no questions, three likert scale items, and two open ended questions. The survey tool and exact results can be found in Appendix A.

Measurement Results

The data point goal for each question is 7 which is highlighted in green on the table. The red highlight is the result of this survey.

	Percentage of agree + strongly agree									
Question	1	2	3	4	5	6	7	8	9	10
Easy to Understand (91.4%)	< 60	60-69	70-79	80-81	82-84	85-89	90	91-95	96-99	100
Easy to locate on website (84.3%)	< 60	60-69	70-79	80-81	82-84	85-89	90	91-95	96-99	100
When referring to the handbook information was easy to locate (87.1%)	< 60	60-69	70-79	80-81	82-84	85-89	90	91-95	96-99	100

Recommendations

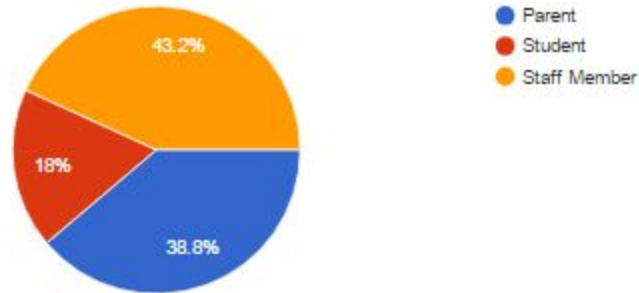
The data would indicate that when creating the handbook for the 2018-19 school year the emphasis on location on the web and finding information would be important.

The open ended questions indicated the need for the district to improve the grammar of the handbooks as well as make it easier to find information by using more hyperlinks and linked texts. The new procedure added this last year has already improved the grammar in the handbooks simply by adding more eyes to the process. The committee also suggested a consistency in appearance of all handbooks throughout the district. The open ended questions also indicated that there is a lack of consistency for what would seem like district wide procedures such as the dress policy.

Appendix A Survey Tool

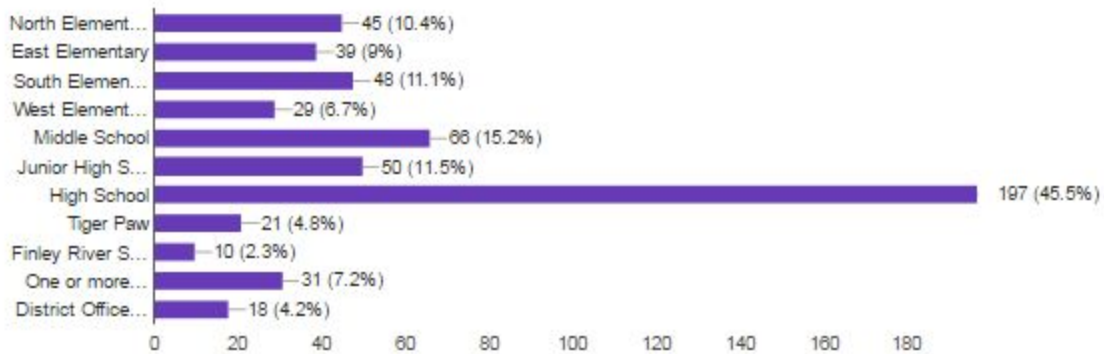
Please select the category that best applies to you.

433 responses



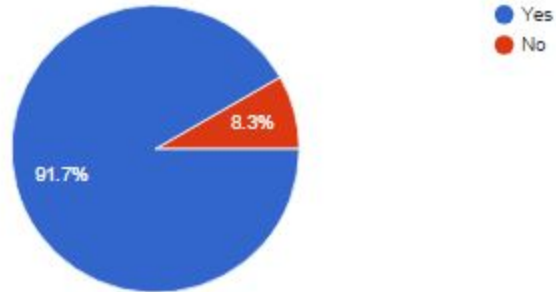
Please select your location (parents please select all locations where your students attend).

433 responses



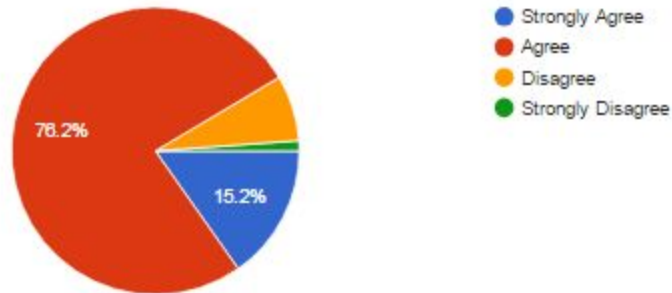
I have read and understand the handbooks that apply to me.

433 responses



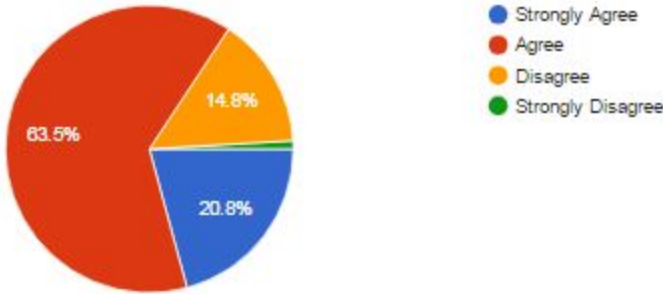
Ozark School District's handbooks are easy to read and understand.

433 responses



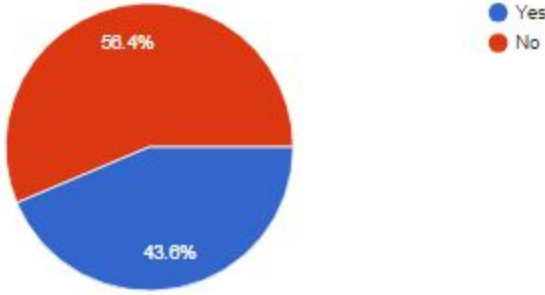
Ozark School District's handbooks are easy to locate on the website.

433 responses



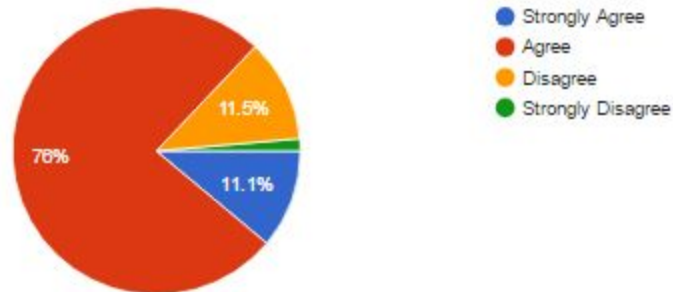
I had to refer to a handbook this year.

433 responses



When referring to the handbook I was able to locate the information I needed.

433 responses



If you were unable to find the information you were looking for, then please identify what we can add to assist you or others in the future.

42 responses

Please provide any other comments you would like to add.

46 responses