

MANCHESTER CITY SCHOOLS
Policy Manual

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The Board shall develop comprehensive, long-range plans based on the following:

- Identifying and analyzing the major factors that affect what and how students learn;
- Developing and implementing a written five-year plan to include a mission statement, goals, objectives and strategies;¹
- Establishing annual program improvement objectives, including major activities, expected outcomes, time-lines, responsible persons and required resources; and
- Basing major budget decisions on long-range plans.

The Board shall plan by means of an annual retreat with the director of schools and staff. The purpose of the retreat shall be to review progress on the implementation of priorities, initiatives, and long-range plans, to determine which goals have been achieved, whether any new efforts are needed, and to review major issues that may affect the future. The Board shall also consider annual objectives and strategies proposed by the director of schools. An annual status report of these plans shall be submitted to the Commissioner of Education by September 1 of each year in the required format.¹

The director of schools shall develop necessary procedures, forms or other measures to implement the goals of this policy.

A planning coordinator may be designated by the director of schools to help coordinate system-wide planning efforts, establish and coordinate an issues management process, aid district staff in developing specific plans, and monitor implementation schedules.

Legal References:

1. [TRRMS 0520-1-3-.03\(16\).](#)

Cross References

- [1.101 Role of the Board of Education](#)
[5.802 Director of Schools Qualifications and Duties](#)