

# **Bronaugh R-VII School District**

## **Program Evaluation**



## **Procedural Plan**

**Board Adopted July 2008**

# **Bronaugh R-VII School District**

## **Program Evaluation**

### **Procedural Plan**

#### **Introduction**

The Bronaugh R-VII School District believes that a successful evaluation of programs and services cannot occur without an effective evaluation process. It is the intent of the evaluation process to determine the quality of the programs and services provided in the district and how these services can be improved. This evaluation shall also include recommendations/action steps for how improvements can occur.

The first step in this process is to develop a structure for on-going program evaluation, collection, and organizing data, which ultimately focuses on improved student performance. Each district program has an advisory group that conducts an annual evaluation based on the predetermined goals and objectives. This annual program evaluation is presented to the Board of Education. This annual presentation allows the Board of Education to make decisions regarding the program. These decisions include continuation of the program as is, continuation of the program with noted changes, or discontinuation of the program. These changes are then incorporated in the District Comprehensive Improvement Plan.

Programs are reviewed either on an annual or biennial basis. The Bronaugh R-VII Board of Education Planning Calendar delineates the programs on the annual evaluation. The Bronaugh R-VII Two Year Program Review Schedule outlines the year of each program evaluation.

The evaluation of the plan will be based upon improvement in student achievement in meeting the needs of the students. The Program Evaluation Procedural Plan will be evaluated biennially.

## **EVALUATION OF INSTRUCTIONAL PROGRAMS**

### **INSTRUCTIONAL SERVICES**

**Policy 6410**

#### **Evaluation Services**

#### **Evaluation of Instructional Programs**

The Board of Education believes that maximizing the quality of District services and administrative decision-making requires the regular evaluation of all District programs. Evaluations may identify the success of District programs in meeting their objectives. Utilization of program evaluation should result in the improvement of District programs and will provide data for Board and staff decision-making. The Superintendent is directed to develop procedures for program evaluation and reporting.

### **Program Evaluation Procedures**

#### **Program Description**

The program description provides a brief overview of the services offered to students and major components of the program. The description should give an accurate picture of the program, outlining the benefits for students.

#### **Program Advisory/Evaluation Committee**

For each program, an advisory committee shall conduct the program evaluation. Each advisory committee will have a broad representation of the educational community it serves. Committee representation shall include parents, students (where appropriate), staff, and community members. The committee is to determine the strengths and concerns of the program outlining recommendations for improvements, if necessary.

#### **Program Goals and Objectives**

The initial role of the committee is to determine the goals and objectives of the program. Measurable objectives, with an emphasis on student performance, shall be determined for each program. Objectives shall be in alignment with the District CSIP objectives. Criteria will be established for each objective. The advisory committee will determine the success of each program using the available data. Success is based upon reaching the established goals through the established criteria. The goals and objectives must be measurable.

#### **Program Evaluation Criteria and Procedures**

For each program objective, evaluation criteria shall be identified for assessing the progress made toward the stated objective. The criteria should be utilized to determine the strengths and concerns of the program being evaluated. Criteria shall reflect the District CSIP objectives. Improved student performance is the ultimate goal.

## **Collection of Data and Data Sources**

Various sources of data must be utilized during the evaluation process. Evaluation criteria will be assessed based upon the data collected. The data sources to be used in the evaluation process are identified when the goals are set. Data collection is conducted as the year progresses. Data sources should include, but are not limited to.

- Enrollment information from at least 3 years
- Surveys (staff, students, community, business)
- Assessment Statistics (MAP, TerraNova, ACT, etc.)
- Financial revenues and expenditure
- MSIP evaluation
- Attendance Rates
- Drop-out Rates
- Graduation Rates
- Discipline Record/Suspension/Expulsion Rates
- Program Participation Rates
- College/Vocational Attrition and Completion
- Student attitude and interest surveys

## **Program Strengths and Concerns**

After analyzing the data collected and applying the established evaluation criteria to the objectives, the advisory committee will then identify the strengths and/or concerns for the program.

## **Goals for Improvement**

The program concerns shall be targeted with goals that will be considered recommendations for improvement. Recommendations shall be outlined for correcting the identified weakness (es). These recommendations shall be based on proven research and committee expertise.

## **Process for Program Improvement**

The completed Program Evaluation shall be presented to the Bronaugh R-VII Board of Education for approval. The evaluations will be presented to the Board according to the established timeline or when the Board of Education deems necessary. The goals shall be reviewed by the Board. These can either be accepted as presented, or revised by the Board to meet the needs of the students. Major changes to programs should be reflected in the District CSIP.

## **Dissemination of Information**

General results of the program evaluations shall be shared annually with all individuals (staff, parents, community, and students) through the CSIP and the District's Annual Report Card. Specific results of a program evaluation will be shared with those administering and implementing the program.

### **Responsible Persons for Evaluations**

The teacher or staff person in-charge of the department is the designated person responsible for the program evaluation. Once the evaluation has been completed, the chairperson will present the evaluation to the administration for review. The evaluation will be presented to the Board of Education according to the adopted schedule. The superintendent will incorporate major program changes in the District Comprehensive School Improvement Plan.

### **Time Frame for Reporting to the Board of Education**

Each program chairperson will submit their program evaluation to the Board of Education according to the adopted schedule. Programs on the annual review are listed on the "Bronaugh R-VII School District Board of Education Planning Calendar". The programs that are reviewed biennially are listed on the "Bronaugh R-VII School District Biennial Program Review Schedule".

### **Program Evaluation Template**

A template for the Program Evaluation form has been developed and is available to staff on-line. The program chairperson can access the form through the website.



**Bronaugh R-VII School District  
Program Review of (Name of Program)**

**PROGRAM DESCRIPTION**

(Insert program description)

**PROGRAM EVALUATION COMMITTEE MEMBERS**

(List all members providing input)

**PROGRAM OBJECTIVES AND GOALS**

(Specific, measurable)

**PROGRAM EVALUATION CRITERIA**

(data used to determine effectiveness)

**PROGRAM STRENGTHS**

(area(s) to highlight success)

**PROGRAM CONCERNS**

(area(s) needed for improvement)

**GOALS FOR IMPROVEMENT**

(to better meet the needs of the students)

**DATE OF BOARD OF EDUCATION REVIEW:**

\_\_\_\_\_ **ACCEPTED AS PRESENTED**

\_\_\_\_\_ **ACCEPTED WITH THE FOLLOWING RECOMMENDATIONS:**

## Planning Calendar

July	August	September
Board Philosophy & Policies Tax Levy Hearing Date Asbestos Assurance Civil Rights Compliance	Building Tour Ethics Commission Resolution Tax Levy Hearing Summer School Final Reports District Assessment Plan	Budget Update Surplus Property Listed Student Achievement Enrollment Trends Bus Routes
October	November	December
Audit Review Student Achievement	Set Filing Dates for Board Election Strategic Planning	Insurance Plan Preliminary Staff Evaluations Building Tour
January	February	March
Program Planning/Staff Changes Superintendent Evaluation	Principal Evaluation CSIP Calendar Career Ladder Plan	Salary Committee Staff Evaluations Summer School
April	May	June
Building Tour Board Reorganization Staff Health Insurance Summer Maintenance Plan	Federal Programs Assurances Professional Development Plan	Budget Amendments Handbooks Special Education Plan Food Service Prices Tuition Fees Bids: Gas, Propane, Bread, Pest Control, Milk, Trash

## Biennial Program Review Schedule

Odd-Numbered Years 08-09, 10-11, 12-13, 14-15	Even-Numbered Years 09-10, 11-12, 13-14, 15-16
Sept: Media Center/Library	Sept: Fine Arts
Oct: Title I/ELL/Migrant/Homeless	Oct: Early Childhood/PAT
Nov: Mathematics	Nov: Communication Arts
Dec: Technology	Dec: Transportation
Jan: Guidance & Counseling	Jan: Food Service
Feb: Foreign Language/Business	Feb: Science/Health Services
Mar: Health/Physical Education	Mar: FACS
Apr: Vo-Ag	Apr: Social Studies
May: Clubs & Organizations	May: At Risk, Gifted
June: Program Evaluation Plan/21 <sup>st</sup> CCLC	June: Safety/21 <sup>st</sup> CCLC
July: Finances/Facilities & Grounds	July: School Climate

