

## **Sample Continuous Improvement Plan:**

### **1) Identification of an improvement need:**

The identification can come from the Governing Board, administration, teachers, other staff personnel, parents, or even students. In addition, the school encourages an open-door policy and surveys and other communication with parents to seek out areas of improvement.

### **2) Define or clarify the need or concern:**

Based on an identified area of concern, the Governing Board, head of school, or other appropriate designated administrative person will investigate the need individually or by a select committee and determine the specific areas or need to be addressed. (This process and areas of authority must be clearly defined in the Administrative or Operations Manual.) The designated continuous improvement team evaluates a problem, issue, or concern that has been identified, collects baseline data on that issue. The objectives of this process include but are not limited to:

- *Establish if there is a need or concern that requires modification*
- *Identify and/or clarify the specifics of the issues to be addressed*
- *Align the improvement to the school published Vision and or Mission*
- *Provide data points to evaluate the success of the improvement*

### **3) Solution Investigation – Development of potential solutions and action plans:**

If a need is confirmed and defined, then an appropriate team or individual will be assigned to investigate appropriate improvement options. (This process and areas of authority must be clearly defined in the Administrative or Operations Manual.) The potential solutions and action plan is then presented to the appropriate authority, i.e., administration or the Governing Authority, for review, approval, or re-defining the scope of solutions needed.

### **4) Implement Solution:**

Once a corrective or improvement solution has been approved, the presiding authority will assign the needed personnel to implement the action plan, including training on the new procedure, supervision of the installation, etc.

### **5) Evaluation of Improvement**

The Governing Authority or its designee will, as part of the Continuous Improvement Plan, determine the required follow up review, including:

- *Collect data on the intervention by comparing baseline and new data, analyzes results, and documents lessons learned.*
- *Evaluate the results within the scope of the defined goal and desired outcomes.*
- *Depending on the success of its intervention, the team may choose to adopt, adapt, or abandon its tested solution.*