

# Argyle ISD



Strategic Plan  
2011-2016

**MEMBERS**  
**ARGYLE ISD STRATEGIC PLANNING COMMITTEE**  
**2011**

NAME

TITLE

Mrs. Jennifer Augenstein	Intermediate School Teacher
Mr. Jeff Butts	High School Principal
Mrs. Phyllis Clark	High School Teacher
Mrs. Edie Collins	Middle School Teacher
Mr. Chris Daniel	Assistant Superintendent
Mrs. Shantel Day	Community Member
Mrs. Missy DeSpain	Parent
Mr. Matthew George	Middle School Teacher
Mr. Scott Gibson	Middle School Principal
Mrs. Kristen Haynes	Elementary School Teacher
Ms. Diann Huber	Business Representative
Ms. Lisa Lyles	Elementary School Principal
Mr. Paul Lyles	Chief Financial Officer
Ms. Sharon Romero	High School Teacher
Ms. Stephanie Sanchez	Elementary School Teacher
Mr. Conrad Streeter	Intermediate School Principal
Ms. Stephanie Wilson	Parent
Dr. Telena Wright	Superintendent

**MEMBERS**  
**ARGYLE ISD STRATEGIC PLANNING COMMITTEE**  
**2009**

<u>NAME</u>	<u>TITLE</u>
Mrs. Robin Block	Elementary School Principal
Mr. Jeff Butts	High School Principal
Mrs. Phyllis Clark	Teacher
Mr. Chris Daniel	Assistant Superintendent
Mrs. Debra Drake	Teacher
Mrs. Gracie Egan	Parent
Mr. Scott Gibson	Middle School Principal
Ms. Diann Huber	Business Representative
Mr. Spencer Jefferies	Parent
Mrs. Alice Linahan	Parent
Mr. Paul Lyles	Chief Financial Officer
Mrs. Mandi Pels	Middle School Teacher/Admin Intern
Mr. Carlos Ramirez	Parent
Mrs. Melissa Ramirez	Parent
Mr. Conrad Streeter	Intermediate School Principal
Dr. Telen Wright	Superintendent



## ARGYLE ISD STRATEGIC PLAN 2011 – 2016

### Vision Statement

Argyle ISD empowers and inspires socially responsible world-class leaders, while embracing small community values.

### Mission Statement

Argyle ISD will produce intrinsically motivated, socially responsible leaders who demonstrate excellence in achievement; exhibit integrity and respect; and embrace diversity and innovation within a safe, dynamic, world-class learning environment.

### Value Statement

In Argyle ISD we value: Integrity, Innovation, Diversity, Excellence, Respect, Compassion, and Social Responsibility.

## Strategic Goals, Strategic Targets, and Strategic Measures

- I. With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle ISD will:
  - A. utilize a quality process to identify, hire, and retain exceptional employees by:
    - 1. implementing a uniform recruiting and selection process
    - 2. offering a compensation package that exceeds those of area school districts
    - 3. retaining staff at a rate higher than area school districts
  - B. provide a comprehensive, data-driven staff development program which targets the needs of all staff members by:
    - 1. offering a program of differentiated staff development which meets the specific needs and job descriptions of all employees
    - 2. ensuring that ninety percent of employees respond positively to a survey regarding the staff development program
  - C. maintain a culture of appreciation and support for all employees by:
    - 1. ensuring that ninety percent of employees respond positively to a survey regarding district culture and job satisfaction
  
- II. With our focus on student achievement and participation in the areas of academics, athletics, and fine arts, Argyle ISD will:
  - A. earn annually the highest possible state accountability rating as will each campus by:
    - 1. achieving AEIS data standards that confirm the highest possible state rating
  - B. meet annually the federal accountability measure for Adequate Yearly Progress (AYP) as will each campus by:
    - 1. achieving AYP accountability measures that confirm meeting the AYP standard
  - C. exceed the performance of like districts on state and national standardized tests by:
    - 1. achieving standardized test scores for: AP, SAT, PSAT, ACT, ITBS, STAAR, etc. that confirm the desired performance levels

- D. **provide comprehensive extra curricular and highly competitive athletic and fine arts programs by:**
  - 1. offering programs that meet the needs of all AISD students
  - 2. achieving highly competitive team/group records of performance
  - 3. increasing student participation
  
- III. **With our focus on parental involvement and community awareness and support, Argyle ISD will:**
  - A. **build partnerships to promote, support and establish opportunities for parental, student, and community involvement by:**
    - 1. continuing and expanding upon partnerships and volunteerism
  - B. **communicate with all stakeholders using multiple avenues:**
    - 1. continuing and expanding avenues of communication
    - 2. analyzing survey data
  
- IV. **With our focus on operational excellence through well defined procedures and policies, Argyle ISD will:**
  - A. **establish and maintain policies and procedures to ensure operational excellence by:**
    - 1. analyzing the number of policies and procedures created, reviewed and revised
    - 2. conducting program evaluations
    - 3. conducting employee evaluations
  - B. **implement and evaluate 3-5 year district, campus, and departmental plans, including budgetary concerns by:**
    - 1. ensuring expenditures reflect goals in each plan
  
- V. **With our focus on fiscal accountability, Argyle ISD will:**
  - A. **be fiscally responsible while maintaining a transparent accountability system by:**
    - 1. achieving a superior score using the Financial Integrity Rating System of Texas (FIRST)
    - 2. completing an “Independent Audit Report” with no major findings in the accompanying management letter
    - 3. providing publicly communicated monthly financial reports

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle ISD will:

Target A: Utilize a quality process to identify, hire, and retain exceptional employees as measured by:

Measure 1: A uniform recruiting and selection process

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Utilize "Procedures for Hiring of New Personnel" flow chart	Flow chart, staff time	Superintendent	Sept. 2011- August 2016
Attend teacher fairs as needed	Staff time	Superintendent, Assistant Superintendent	Sept. 2011- August 2016
Utilize standardized interview questions to screen candidates	Set of questions, staff time	Superintendent	Sept. 2011- August 2016
Survey employees regarding childcare	Staff	Assistant Superintendent	Fall of 2011
Provide licensed childcare to children of employees	Facility, staff, district funds	Assistant Superintendent	Fall of 2012
Utilize PDAS for teachers and appropriate appraisal instruments for other staff	Appraisal instruments, Eduphoria	Superintendent, Principals	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle ISD will:

Target A: Utilize a quality process to identify, hire, and retain exceptional employees as measured by:

Measure 2: A compensation package that exceeds those of area school districts

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Provide salary schedule competitive with surrounding school districts	Staff time, local salary schedules	Chief Financial Officer	Sept. 2011- August 2016
Provide funds to supplement health insurance premiums	District funds	Chief Financial Officer	Sept. 2011- August 2016
Provide life insurance	District funds	Chief Financial Officer	Sept. 2011- August 2016
Provide five days local sick leave	District funds	Superintendent, Chief Financial Officer	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle ISD will:

Target A: Utilize a quality process to identify, hire, and retain exceptional employees as measured by:

Measure 3: Staff retention at a rate higher than area school districts

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Provide one personal day for each five years of service	District funds	Superintendent	Sept. 2011- August 2016
Complete exit interview on resigning employees	Exit form, staff time	Principals, Director Of Maintenance, Superintendent, Assistant Superintendent, Director of Child Nutrition	Sept. 2011- August 2016
Continue longevity pay to qualified employees	District funds	Chief Financial Officer	Sept. 2011- August 2016
Provide licensed childcare to children of employees	Facility, staff, district funds	Superintendent	Fall of 2012
Maintain student teacher ratio below campus group	District funds	Superintendent, Chief Financial Officer	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Minimize traveling and room sharing by teachers	District funds	Superintendent, Chief Financial Officer	Sept. 2011- August 2016
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## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle ISD will:

Target B: Provide comprehensive, data-driven staff development, which targets the needs of all staff members as measured by:

Measure 1: A program of differentiated staff development, which meets specific needs and job descriptions of employees

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Review District Staff Development Plan	Staff time	Assistant Superintendent	Sept. 2011- August 2016
Provide training session for staff regarding all special programs	Staff time, district funds	Assistant Superintendent	Sept. 2011- August 2016
Utilize curriculum coordinators for content area staff development	Staff time, district funds	Assistant Superintendent	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle ISD will:

Target B: Provide comprehensive, data-driven staff development, which targets the needs of all staff members as measured by:

Measure 2: Positive response to a staff development survey from ninety percent of employees

<u>Strategies</u>	<u>Resources</u>	<u>Staff Responsible</u>	<u>Timeline</u>
Conduct annual staff development satisfaction survey	Staff time, district funds	Assistant Superintendent	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle ISD will:

Target C: Maintain a culture of appreciation and support for all employees as measured by:

Measure 1: Positive response to a survey regarding district culture and job satisfaction from ninety percent of employees

<u>Strategies</u>	<u>Resources</u>	<u>Staff Responsible</u>	<u>Timeline</u>
Conduct bi-annual employee job satisfaction survey	Staff time	Superintendent	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 2: With our focus on student achievement and participation in the areas of academics, athletics, and fine arts, Argyle ISD will:

Target A: Annually earn the highest state accountability rating as will each campus as measured by:

Measure 1: AEIS data

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Utilize benchmarks on all campuses	Released exams, Eduphoria, TAKS Maker, STAAR Maker	Assistant Superintendent	Sept. 2011-August 2016
Provide TAKS and STAAR remediation classes at secondary campuses	District funds, teaching staff, TAKS and STAAR results, A+, individual student reports, TAKS and STAAR study guides	Assistant Superintendent	Sept. 2011-August 2016
Provide STAAR tutoring and/or accelerated instruction at all campuses	District funds, teaching staff, STAAR results, A+, individual student reports, STAAR study guides	Assistant Superintendent	Sept. 2011-August 2016
Provide after school transportation for tutoring	District funds	Assistant Superintendent	Sept. 2011-August 2016
Provide summer school transportation	District funds	Assistant Superintendent	Sept. 2011-August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Monitor drop-out prevention	Staff time	HS Principal, HS Counselor	Sept. 2011-August 2016
Provide counseling for alternative education programs	Staff time	HS Counselor	Sept. 2011-August 2016
Monitor leaver codes	Staff time	HS Principal	Sept. 2011-August 2016
Maintain incentive program for attendance	Staff time	Principals	Sept. 2011-August 2016
Maintain daily call log for parents of absent students	Staff time	Principals	Sept. 2011-August 2016
Maintain campus attendance committees	Staff time	Principals	Sept. 2011-August 2016
Make truancy court referrals	Staff time	Principals	Sept. 2011-August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Conduct comprehensive needs assessment addressing district student performance on the academic excellence indicators and other appropriate measures of performance	Staff time, district funds	Assistant Superintendent	Sept. 2011-August 2016
Provide group presentations regarding the needs of students for special programs	Staff time, district funds	Superintendent	Sept. 2011-August 2016
Monitor and support the implementation of differentiated instruction in reading for students in all special programs (Dyslexia, Special Education, ESL, 504, At Risk)	Staff time	Principals, Assistant Superintendent	Sept. 2011-August 2016
Provide reading improvement classes at the elementary grades for at risk students as part of the daily schedule	State Compensatory Education – \$188,522 Title I- \$67,569 Local Funds	Teachers, Principal	Sept. 2011-August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Integrate instructional technology into classroom instruction K-12 to support student achievement	A+, projectors, computer labs, iPads	Principals, Assistant Superintendent	Sept. 2011-August 2016
Provide training and integrate activities/lessons to support the counseling staff with violence prevention, bullying, crisis intervention, character education, resiliency, conflict resolution, dating violence and safety	Purchased materials, staff development trainers	Counselors, Health Teachers	Sept. 2011-August 2016
Coordinate the alignment and articulation of instruction both vertically and horizontally in grades K-12 to deliver a quality curriculum to all students	Staff time	Assistant Superintendent	Sept. 2011-August 2016
List all CTE course offerings in course description guide	Staff time	Counselor	Sept. 2011-August 2016
Provide deterrents to prevent the use of drugs on campus	District funds	HS & MS Principals	Sept. 2011-August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Provide additional campus security at high school football games and high school basketball games	District funds	HS Principal	Sept. 2011-August 2016
Conduct survey on MS/HS campus related to drug and alcohol use and violence	District funds Choose to Care survey	Assistant Superintendent	Sept. 2011-August 2016
Articulate a campus-wide discipline management plan on each campus	Discipline reports from teachers and administrators	Principals, Assistant Principals	Sept. 2011-August 2016
Provide all students and parents online access to the student handbook and student code of conduct	Internet, website	Principals	Sept. 2011-August 2016
Continue implementation and revision of the five-year technology plan	Technology plan, Star Chart, technology committee	Assistant Superintendent, Technology Coordinator, Technology Committee	Sept. 2011-August 2016
Continue to employ network administrator	District funds	Board, Superintendent	Sept. 2011-August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Continue to provide 1 computer lab facilitators at the elementary campus and 1 computer lab facilitator at MS/HS	District funds	Board, Superintendent	Sept. 2011- August 2016
Continue to employ 1 technology coordinator and additional technology support personnel as needed	District funds	Board, Superintendent	Sept. 2011- August 2016
Provide middle school students, teachers and parents information on career options	Classroom curriculum, Career Day	Middle School Counselor	Sept. 2011- August 2016
Provide high school students, teachers and parents information for higher education admissions and financial aid opportunities	Pamphlet information, Senior Summit	High School Counselor	Sept. 2011- August 2016
Present information on the TEXAS grant program and Teach for Texas grant program	Pamphlet information, Senior Summit	Counselors	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Provide one computer lab facilitator at AIS and one additional at MS/HS	District funds	Board, Superintendent	Fall 2013
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## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 2: With our focus on student achievement and participation in the areas of academics, athletics, and fine arts, Argyle ISD will:

Target B: Annually meet the federal accountability measure for Adequate Yearly Progress (AYP) as will each campus as measured by:

Measure 1: AYP data

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Utilize benchmarks at all campuses	Released exams; STAAR Maker; Eduphoria	Assistant Superintendent	Sept. 2011-August 2016
Provide TAKS and STAAR remediation classes at secondary campuses	District funds, teaching staff, TAKS and STAAR results, A+, individual student reports, TAKS and STAAR study guides	Assistant Superintendent	Sept. 2011-August 2016
Provide STAAR tutoring/accelerated instruction at all campuses	District funds, teaching staff, TAKS and STAAR results, A+, individual student reports, TAKS and STAAR study guides	Assistant Superintendent	Sept. 2011-August 2016
Monitor drop-out prevention	Staff time	HS Principal, HS Counselor	Sept. 2011-August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Provide counseling for alternative education programs	Staff time	HS Counselor	Sept. 2011- August 2016
Monitor leaver codes	Staff time	HS Principal	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 2: With our focus on student achievement and participation in the areas of academics, athletics, and fine arts, Argyle ISD will:

Target C: Exceed the performance of like districts on state and national standardized tests as measured by:

Measure 1: Standardized test data including, but not limited to: AP, SAT, PSAT, ACT, ITBS, STAAR

<u>Strategies</u>	<u>Resources</u>	<u>Staff Responsible</u>	<u>Timeline</u>
Increase district Reading/ELA TAKS commended rate to 75%	Staff time	Assistant Superintendent, Curriculum Coordinators	Sept. 2011- August 2016
Increase district Math TAKS commended rate to 70%	Staff time, Math Consultant	Assistant Superintendent, Curriculum Coordinators	Sept. 2011- August 2016
Increase district Writing TAKS commended rate to 75%	Staff time	Assistant Superintendent, Curriculum Coordinators	Sept. 2011- August 2016
Increase district Social Studies TAKS commended rate to 75%	Staff time	Assistant Superintendent, Curriculum Coordinators	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Increase district Science TAKS commended rate to 65%	Staff time	Assistant Superintendent, Curriculum Coordinators	Sept. 2011- August 2016
Increase SAT critical reading and math mean scores to 1150 and increase writing mean score to 550	Staff time	Assistant Superintendent	Sept. 2011- August 2016
Increase percentage of students making 3,4,5 on AP exams to 70%	Staff time	Assistant Superintendent	Sept. 2011- August 2016
Maintain ACT mean score of 24.6	District funds, staff time	Assistant Superintendent	Sept. 2011- August 2016
Identify eligible Duke University Talent Search students	Staff time	Middle School counselor	Sept. 2011- August 2016
Encourage Duke University Talent Search students to take SAT/ACT	Staff time	MS Principal, MS Counselor	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Offer SAT/ACT prep class	District funds, staff time, instructional materials	HS Principal, HS Counselor	Sept. 2011-August 2016
Increase/maintain student participation on the SAT and/or ACT to 95% of graduating seniors	Staff time	Assistant Superintendent, HS Principal	Sept. 2011-August 2016
Increase percentage of juniors and seniors taking AP or dual-credit courses to 55% and increase percentage of sophomores taking AP courses to 55%	Staff time	Assistant Superintendent, HS Principal	Sept. 2011-August 2016
Continue to offer PSAT to all sophomores	State funds	HS Principal, HS Counselor	Sept. 2011-August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 2: With our focus on student achievement and participation in the areas of academics, athletics, and fine arts, Argyle ISD will:

Target D: Provide comprehensive extracurricular and highly competitive athletic and fine arts programs as measured by:

Measure 1: Program offerings

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Survey student population annually for athletic/fine arts interest selections	Staff time	Superintendent, HS Principal, HS Counselor	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 2: With our focus on student achievement and participation in the areas of academics, athletics, and fine arts, Argyle ISD will:

Target D: Provide comprehensive extracurricular and highly competitive athletic and fine arts programs as measured by:

Measure 2: Team/group records of performance

<u>Strategies</u>	<u>Resources</u>	<u>Staff Responsible</u>	<u>Timeline</u>
Document district, regional and state records	Staff time	HS Principal	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 2: With our focus on student achievement and participation in the areas of academics, athletics, and fine arts, Argyle ISD will:

Target D: Provide comprehensive extracurricular and highly competitive athletic and fine arts programs as measured by:

Measure 3: Level of student participation

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Measure percentage participation in athletic and fine arts programs	Staff time	Superintendent, Campus Principals, Counselors	Sept. 2011- August 2016
Increase percentage participation in athletic and fine arts programs	Staff time	Superintendent, Campus Principals	Sept. 2011- August 2016
Conduct one-on-one conferences with students entering 9 <sup>th</sup> grade	Staff time	Superintendent, Campus Principals, Counselors	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 3: With our focus on parental and student involvement and community awareness and support, Argyle ISD will:

Target A: Build partnerships to promote, support and establish opportunities for parental and community involvement as measured by:

Measure 1: Number of partnerships and volunteer efforts continued and expanded upon

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Conduct Career Day annually	Counselors	MS/HS Principals	Sept. 2011- August 2016
Conduct College Fair annually	Counselors	HS Principal	Sept. 2011- August 2016
Increase participation in PTA/PTSA organizations at each campus	Volunteers	Campus Principals	Sept. 2011- August 2016
Increase participation in student volunteerism	Faculty sponsors, time	Principals, Faculty Sponsors	Sept. 2011- August 2016
Maintain partnership with Argyle Education Foundation	Argyle Education Foundation	Assistant Superintendent	Sept. 2011- August 2016
Increase participation in booster clubs in Athletics and Band	Volunteers	Campus Principals	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Conduct Open House and Meet the Teacher Night	Staff time	Campus Principals	Sept. 2011- August 2016
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## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 3: With our focus on parental involvement and community awareness and support, Argyle ISD will:

Target B: Communicate with all stakeholders using multiple avenues as measured by:

Measure 1: Number of avenues of communication continued and expanded

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Maintain and update website	District funds, webmaster	Superintendent	Sept. 2011- August 2016
Increase communication to parents via e-mail	E-mail	Superintendent	Sept. 2011- August 2016
Distribute "Insights" in English and Spanish	Website, staff time	Superintendent	Sept. 2011- August 2016
Maintain weekly update of marquee	Staff time	Principals	Sept. 2011- August 2016
Acquire electronic marquee	District funds	Superintendent	Sept. 2011- August 2016
Post Board Book online	Website	Superintendent	Sept. 2011- August 2016

# Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 3: With our focus on parental involvement and community awareness and support, Argyle ISD will:

Target B: Communicate with all stakeholders using multiple avenues as measured by:

Measure 2: Survey data

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Conduct bi-annual stakeholder satisfaction survey	Staff time	Superintendent	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 4: With our focus on operational excellence through well defined procedures and policies, Argyle ISD will:

Target A: Establish and maintain policies and procedures to ensure operational excellence as measured by:

Measure 1: Number of policies and procedures created, reviewed and revised

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Maintain business office procedure manual on-line	Staff time	Chief Financial Officer	Sept. 2011- August 2016
Maintain and update internal staff resource forms	Staff time	Superintendent	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 4: With our focus on operational excellence through well-defined procedures and policies, Argyle ISD will:

Target A: Establish and maintain policies and procedures to ensure operational excellence as measured by:

Measure 2: Program evaluations

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Utilize committees to regularly evaluate programs	Staff time	Superintendent	Sept. 2011- August 2016
Utilize key personnel to regularly evaluate programs	Staff time	Superintendent	Sept. 2011- August 2016
Utilize key personnel to evaluate services departments are providing	Staff time	Superintendent	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 4: With our focus on operational excellence through well-defined procedures and policies, Argyle ISD will:

Target A: Establish and maintain policies and procedures to ensure operational excellence as measured by:

Measure 3: Employee evaluations

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Utilize the PDAS instrument to evaluate teacher performance	Staff time, Eduphoria	Superintendent, Campus Principals	Sept. 2011-August 2016
Utilize the recommended TEA instrument to evaluate administrator performance	Staff time, evaluation instrument	Superintendent	Sept. 2011-August 2016
Utilize district evaluation for non-certified employees	Staff time, evaluation instrument	Superintendent	Sept. 2011-August 2016

# Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 5: With our focus on fiscal accountability, Argyle ISD will:

Target A: Be fiscally responsible while maintaining a transparent accountability system as measured by:

Measure 1: Superior Financial Integrity Rating System of Texas (FIRST) score

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Monitor each criterion indicator in FIRST	Staff time	Chief Financial Officer	Sept. 2011- August 2016
Annually update and present all business office policies and procedures	Staff time, handbooks	Chief Financial Officer	Sept. 2011- August 2016
Keep all financial transactions within budget	Staff time	Chief Financial Officer	Sept. 2011- August 2016
Hold quarterly meetings with principals regarding campus budgets	Staff time	Chief Financial Officer	Sept. 2011- August 2016
Hold monthly meeting with Director of Maintenance and Transportation	Staff time	Chief Financial Officer	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Ensure financial resources of the district are maximized during construction projects	Staff time	Superintendent, Chief Financial Officer	Sept. 2011- August 2016
Build district's fund balance	Staff time	Superintendent, Chief Financial Officer	Sept. 2011- August 2016
Annually present 3-5 year financial plan which ties to departmental budgets	Staff time	Chief Financial Officer	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 5: With our focus on fiscal accountability, Argyle ISD will:

Target A: Be fiscally responsible while maintaining a transparent accountability system as measured by:

Measure 2: Independent Audit Report with no major findings in management letter

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Regularly update business office policies and procedures	Handbooks	Chief Financial Officer	Sept. 2011- August 2016
Keep all financial transactions within budget	Staff time	Chief Financial Officer	Sept. 2011- August 2016
Amend budget monthly	Staff time	Chief Financial Officer	Sept. 2011- August 2016
Review budget monthly	Staff time	Chief Financial Officer	Sept. 2011- August 2016
Update and present capital plan to board	Staff time	Chief Financial Officer	Sept. 2011- August 2016

## Argyle Independent School District 2011-2016 Five Year Strategic Plan

Goal 5: With our focus on fiscal accountability, Argyle ISD will:

Target A: Be fiscally responsible while maintaining a transparent accountability system as measured by:

Measure 3: Publicly communicated monthly financial reports

<b><u>Strategies</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Post check register online	Website, staff time	Chief Financial Officer	Sept. 2011- August 2016
Post Board Book online	Board Book, website, staff time	Chief Financial Officer	Sept. 2011- August 2016
Post budget online	Website, staff time	Chief Financial Officer	Sept. 2011- August 2016
Create business office link on AISD website	Website, staff time	Chief Financial Officer	Sept. 2011- August 2016