

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 1010-01</b>
<b>SUBJECT:</b>  <b>LONG-RANGE PLANNING</b>	<b>DATE OF ISSUE: 06/18/80</b>
	<b>REVISIONS: 05/12/82; 09/10/86; 08/01/96; 08/06/98; 11/17/16</b>
	<b>PREPARING OFFICE:</b> <b>SUPERINTENDENT</b>

**I. PURPOSE:**

To establish a schedule and process for developing and maintaining long-range plans.

**II. DEFINITIONS:**

- A. Strategy--Brief statements (usually no more than one sentence) describing what is to be accomplished to fulfill the objectives and mission of the district.
- B. Action Plans--Brief statements (usually no more than one sentence) describing what is to be accomplished toward fulfilling a specific strategy during a one-year period of time which contributes to the accomplishment of established objectives which assists the district in the accomplishment of its mission.

**III. SCHEDULE AND PROCESS:**

- A. Each year the Superintendent's Council shall have recommended action plans to the Board of Education for the following school year which will contribute toward the achievement of the long-range goals of the district or which contribute toward the accomplishment of the district's mission.
- B. Each year the Board of Education shall have approved action plans for the district for the following school year.
- C. Each year the superintendent of schools shall have assigned the responsibility for accomplishing each step of the action plan to a department, division, or office.
- D. Each year the head of the division, department, or office to which an action step has been assigned will have developed a plan for its accomplishment, secured the approval and commitment of his/her immediate superior, and forwarded one photocopy to his/her superior.
- E. Interim reports of the progress toward accomplishing action plans will be given by the administrative staff at regular Board of Education meetings during the year.
- F. Strategic Planning components including action plans will be communicated to the public through regular district publications, special brochures, the news media, and meetings conducted by the administrative staff.