

## Standardized Template for Submitting a Best Practice

### I. Focus Area and Applicability

1. Applicable Segment: Enrolled Students in School District

- |                                     |                 |                          |                   |
|-------------------------------------|-----------------|--------------------------|-------------------|
| <input checked="" type="checkbox"/> | All             | <input type="checkbox"/> | 25,001 – 50,000   |
| <input type="checkbox"/>            | Under 5,000     | <input type="checkbox"/> | 50,001 – 100,000  |
| <input type="checkbox"/>            | 5,001 – 10,000  | <input type="checkbox"/> | 100,001 – 200,000 |
| <input type="checkbox"/>            | 10,001 – 25,000 | <input type="checkbox"/> | Over 200,000      |

2. Applicable Segment Type: School Level / Grade (May apply to more than one)

- |                                     |             |                          |                     |
|-------------------------------------|-------------|--------------------------|---------------------|
| <input checked="" type="checkbox"/> | All         | <input type="checkbox"/> | Post Secondary      |
| <input type="checkbox"/>            | PreK        | <input type="checkbox"/> | Workforce Education |
| <input type="checkbox"/>            | Elementary  | <input type="checkbox"/> | Choice              |
| <input type="checkbox"/>            | Middle      | <input type="checkbox"/> | Private             |
| <input type="checkbox"/>            | High        |                          |                     |
| <input type="checkbox"/>            | Other _____ |                          |                     |
- 

3. Applicable Topic Area: School District Process and Functional Areas

1. Student Achievement & Progression

- Accountability, Analysis, Reporting, & Testing
  - Curriculum
  - Educational Technology
  - Instruction
  - Mentoring
  - Monitoring
  - Response to Intervention
  - Teacher Development
  - Testing
  - Other \_\_\_\_\_
- 

2. Administrative & Support

- Budgeting
  - Facilities
  - Finance
  - Food & Nutrition
  - Human Resources
  - Recognizing and Rewarding High Performing Educators
  - Transportation
  - Other \_\_\_\_\_
- 

3. Leadership & Oversight

- Board
  - Communication
  - Community & Parent Engagement (Includes Volunteer Management)
  - Information Technology
  - Leadership Processes
  - Security and Safety
  - School Improvement Planning
  - Strategic Planning
  - Succession Planning
  - Other \_\_\_\_\_
-

## Standardized Template for Submitting a Best Practice

### 4. Title of Practice

*Organizational Improvement and Sustainability – Integrating Instruction and Operations Processes*

### 5. Description of Best Practice. Please briefly describe the most important process changes.

*Tying together all aspects of school district operations, from transportation, to food services, to human resources, to curriculum and instruction, with a focus on how the operations of the district overlay and support the operations of the schools, is a critical component of organizational improvement and ultimate sustainability. In order to assure the organization continues to grow and innovate, it is essential that a framework is provided for all stakeholders to understand the connection between district processes and student achievement. Additionally, providing an understanding of how the application of process management tools provides the “golden thread” that links the district, schools, employees, students, and other stakeholders and how this linkage contributes to organizational sustainability is vital for continuous improvement.*

*Through a series of presentations, the linkage between and among the various aspects of district operations was presented to district and school leadership, with an emphasis on the connection between process management techniques and instructional leadership, organizational improvement, and organizational sustainability. The purpose of the presentation was to continue the process of ensuring each individual involved in the school system, whether custodian, parent, bus driver, teacher, or principal, internalizes his/her role in ensuring the success of each individual student and how every aspect of district operations contributes to student achievement.*

## II. Why this is a Best Practice

### 1. Situation Before

*A disconnect existed prior to best practice implementation among stakeholders in the school district regarding a clear understanding of their roles in ensuring the success of each and every student in the system. The interrelationship of district operations and school operations was not clearly understood or articulated to stakeholders.*

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### 2. Situation After

*A better understanding of the interrelated roles of the district, the schools, and the community in individual student achievement has been observed, although the data are not quantifiable at this time. Through refinements to the School Improvement and Strategic Planning processes, the linkages between and among the various stakeholder groups has been articulated.*

*Workforce satisfaction with communication increased from 82% in 2007/2008 to 92% in 2008/2009, and the percent of staff that strongly agrees that they understand their measurable impact on district and student success has increased from 76% to 92%.*

### 3. Benefits (Quantifiable if possible). Consider quality, cost, timeliness, and satisfaction as you describe the benefits and results achieved.

*Providing a clear communication plan detailing the relationship between district and school operations and process management as a tool for ensuring organizational improvement and sustainability has resulted in a more cohesive approach among the various divisions of the district.*

### 4. Key Lessons Learned. Please note what conditions must be in place for the best practice to be effective.

*The continuous involvement of all stakeholders is necessary to ensure the needs of all groups are being addressed. Providing a method for ensuring the linkage between the district strategic plan and the individual school improvement plans is essential to focused improvement.*

## III. For more information, contact:

### 1. First Name of Submitter (required)

*Beth*

### 2. Last Name of Submitter (optional)

*Thedy*

### 3. Email of Submitter (required)

*Thedy.beth@brevardschools.org*

## Standardized Template for Submitting a Best Practice

4. Phone Number of Submitter (optional)

*(321) 633-1000 x 583*

5. Contributing Community/School District (required)

*Brevard Public Schools*

6. Submission Date (required)

*December 8, 2009*

Submit a best practice c/o:  
[info@bestpracticesonline.org](mailto:info@bestpracticesonline.org)

EXAMPLE