
PLANNING AND REPORTING CYCLE FOR CONTINUOUS IMPROVEMENT

Background

Detailed planning and reporting must guide the administrative and educational activities of the Division in the attainment of its statutory responsibility to ensure that all students have the opportunity to meet the standards of education set by the Minister. The planning and reporting cycle for continuous improvement focuses the teaching/learning process on improving student learning. This is achieved through the collection and analysis of data to determine the areas of need for improvement in the implementation of curriculum. The planning and reporting cycle is the process through which the Three Year Education Plan and the Annual Education Results Report are developed. The achievement of the goals and outcomes detailed in the Three Year Education Plan is the focus of all the efforts and energy of Division teachers, support staff and administrators. An acceptance of responsibility by all staff members to achieve the goals and outcomes is a requirement. The Annual Education Results Report is a record of the attainment of the goals and outcomes and is the basis for modification and improvement. The Division, therefore, requires the establishment of a detailed planning and reporting cycle for continuous improvement

Procedures

1. The planning and reporting cycle for continuous improvement will be the process through which the Three Year Education Plan and the Annual Education Results Report are developed in the Division.
 - 1.1 Preparation of the Three Year Education Plan and Annual Education Results Report is guided by the planning and reporting cycle, as appended to this Administrative Procedure.
 - 1.2 The community will be involved in the planning and reporting cycle to the extent determined by the Board.
2. The Superintendent is responsible for preparing the Three Year Education Plan and Annual Education Results Report.
 - 2.1 The Division Leadership Team will be involved in the preparation of the drafts of the Three Year Education Plan and the Annual Education Results Report by involvement in the planning and reporting cycle. The Division Leadership Team consists of the principals, assistant principals (as required), Secretary Treasurer, Assistant Superintendent – Learning Services, Assistant Superintendent - Board Relations, Deputy Superintendent, and the Superintendent.
 - 2.2 The Central Leadership Team will be involved in the final reviews of the drafts of the Three Year Education Plan and the Annual Education Results Report.
 - 2.3 The Superintendent will present the Three Year Education Plan and the Annual Education Results Report to the Board for approval.

- 2.4 Once documents are approved, the Superintendent will make provision for placement on the Division website.
3. The Division Three Year Education Plan defines Division priorities, outcomes, measures, targets and strategies to be reflected in the schools' continuous improvement plans.
 - 3.1 The School Council will be involved in the planning and reporting cycle at the school level to the extent determined by the Principal.
 - 3.2 The Principal will involve the School Leadership Team in the preparation of the drafts of the school Three Year School Continuous Improvement Plan by involving them in the school planning and reporting cycle.
 - 3.3 The Principal will involve the School Administration Team in the final review of the school Three Year School Continuous Improvement Plan.
 - 3.4 The Principal will ensure that the school Three Year School Continuous Improvement Plan is aligned with the goals and outcomes contained in the Division Three Year Education Plan.
4. Department heads/lead teachers and principals are responsible for the implementation of the Three Year Education Plan at the Division and school levels.
 - 4.1 The Principal and school staff will ensure that the utilization of all school resources is dedicated to the achievement of the goals and outcomes contained in the Three Year Education Plan.
5. Department heads/lead teachers and principals are responsible for data collection, measurement and reporting the degree to which outcomes have been achieved.
 - 5.1 Principals will develop a process of data gathering to determine the areas of need for improvement in the implementation of curriculum.
 - 5.2 Principals will work with staff to develop and implement a process for professional learning communities in the school to support teachers in their application of findings from data analysis into classroom and school-wide planning and implementation.
 - 5.3 Principals will develop and implement protocols for their schools to provide support and assistance to teachers through professional learning communities and/or professional growth in order to improve student learning.
 - 5.4 School staff and administration will work within the context of the Three Year School Continuous Improvement Plan and the Division planning and reporting cycle.
6. Department heads/lead teachers and principals are responsible for the analysis and utilization of measurements and data collected to determine areas of need and strategies for the improvement of program delivery.
 - 6.1 Principals and school staff will analyze measurements and data collected identifying the schools' success in achieving the goals and objectives contained in the Three Year Education Plan. On the basis of this analysis, the Principal and school staff will make modifications to the Three Year School Continuous Improvement Plan and develop strategies to achieve the goals and outcomes of the Division.
 - 6.2 Department heads/lead teachers will be responsible for the analysis of any data collected divisionally to identify Division success in the achievement of the goals and outcomes contained in the Three Year Education Plan. On the basis of this analysis, the Department heads/lead teachers will make modifications to Division strategies to be implemented to achieve the goals and outcomes of the Three Year Education Plan.

7. The Division Three Year Education Plan identifies Division priorities to be reflected in the annual Division budget.
 - 7.1 Department heads/lead teachers will be responsible for ensuring that Division funds budgeted for the departments for which they are responsible are utilized to achieve the goals and outcomes identified in the Three Year Education Plan.
 - 7.2 Principals will be responsible for ensuring that Division funds budgeted for their schools are utilized to achieve the goals and outcomes identified in the Three Year Education Plan.
8. The Division Three Year Education Plan directs Division and school planning for professional growth activities for all staff.
 - 8.1 Department heads/lead teachers and principals will be responsible for ensuring that Division funds dedicated to professional development are utilized to improve staff member capabilities with skills and strategies needed to improve areas of curriculum implementation identified as a result of the analysis of measurements and data collected.
 - 8.2 All staff members will develop and implement Annual Professional Growth Plans as required in Administrative Procedures 422, 432 and 442, that will improve staff member capabilities with skills and strategies needed to achieve the goals and outcomes identified in the Three Year Education Plan and to improve areas of curriculum implementation identified as requiring improvement.

Reference: Section 18, 33, 51, 52, 53, 55, 66, 67, 222 Education Act
Fiscal Planning and Transparency Act
Section 7 Education Grants Regulation
Section 13 School Councils Regulation
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide
Guide to Education ECS to Grade 12

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