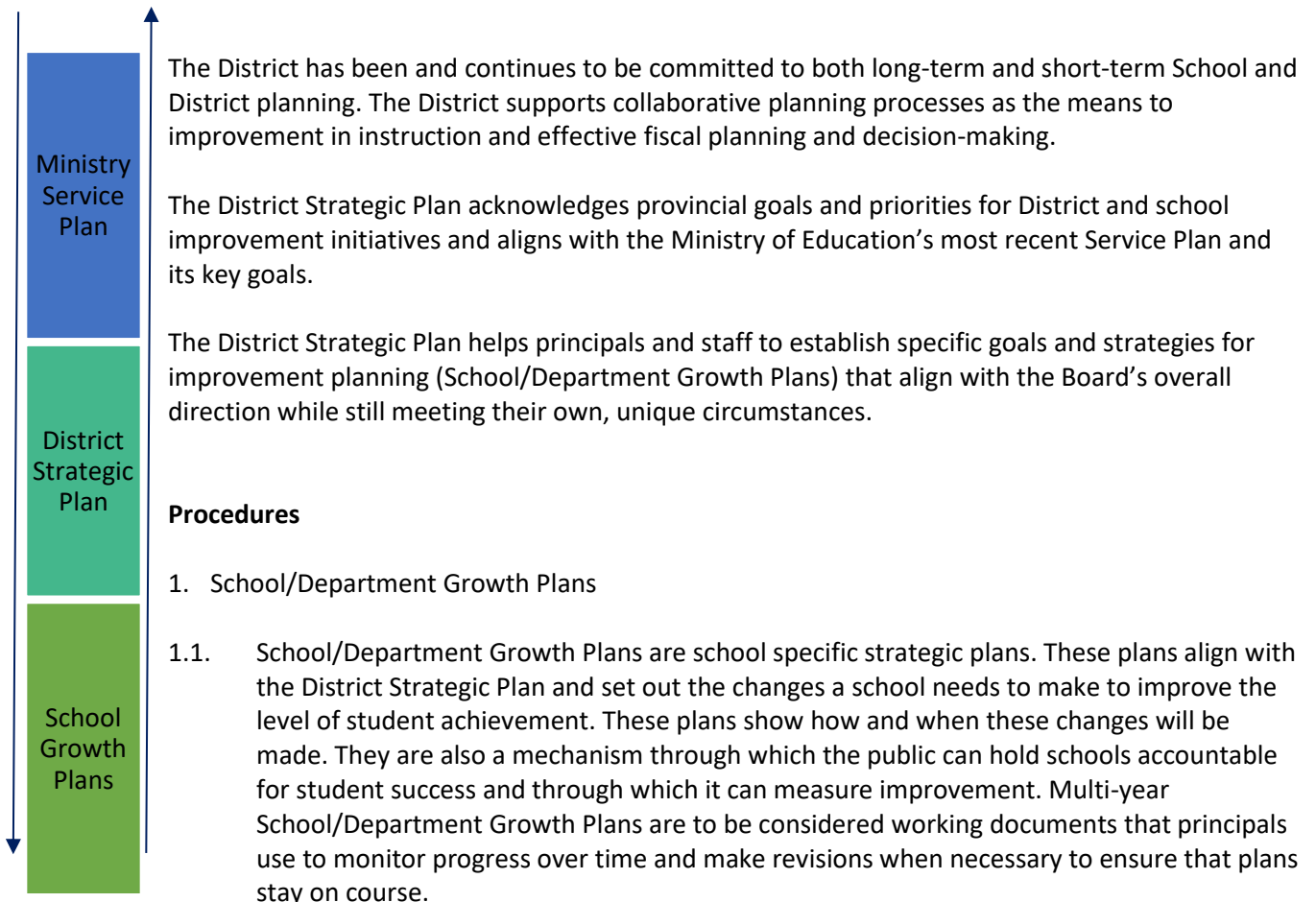


## STRATEGIC PLANNING: REPORTING AND ACCOUNTABILITY

### Background

The District Strategic Plan sets the strategic direction for the District during the Board’s four-year term. School/Department Growth Plans are also multi-year and allow for a process that emphasizes continuous improvement and each school’s unique learning situation. Departments include: Early Learning & Child Care, Tech, ISP, Indigenous, and Trades.

This Administrative Procedure outlines the District’s framework for monitoring and reporting on the District Strategic Plan and School/Department Growth Plans.



### Procedures

#### 1. School/Department Growth Plans

- 1.1. School/Department Growth Plans are school specific strategic plans. These plans align with the District Strategic Plan and set out the changes a school needs to make to improve the level of student achievement. These plans show how and when these changes will be made. They are also a mechanism through which the public can hold schools accountable for student success and through which it can measure improvement. Multi-year School/Department Growth Plans are to be considered working documents that principals use to monitor progress over time and make revisions when necessary to ensure that plans stay on course.

#### 2. Accountability Framework

- 2.1. To facilitate regular monitoring and refining of improvement processes for both the District Strategic Plan and School/Department Growth Plans, the Superintendent has established a



framework and timeline to guide actions. The concept of continuous and quality improvement needs to be embedded into the daily activities and tasks of individuals within the District and checkpoints for status updates and opportunities for feedback and revision included.

- 2.2. Data systems and measures of progress will be reviewed regularly (see Timeline). Education leaders will also encourage regular growth and improvement conversations, reflect on progress made, and adjust, as needed, throughout the year and the multi-year improvement cycle. Opportunities to celebrate and share successes will also be part of the structures and norms within and across schools, as well as across the system.

3. Timeline

June            **Planning Day**  
Each Planning Day, staffs will examine data and implementation strategies, consider school specific data and District professional development goals, and choose new issue areas within the multi-year plan if enough impact has been made.

**Celebrate Success**  
Each year, principals will share successes from the school year, as well as updates to School/Department Growth Plans with the Board.

**Update District Strategic Plan**  
The Board will review and submit updates to the District Strategic Plan.

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July             **Update School/Department Growth Plans**  
Principals will submit updated School/Department Growth Plans to the Superintendent for review by July 15.

**Input Annual Plans**  
Principals will finalize and publish updates to School Growth Plans by July 31.

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August         **Review Annual Plans**  
The Superintendent will review and approve updated School/Department Growth Plans.

September    Principals will review current School/Department Growth Plans with staff. Principals will provide summative report on previous year’s growth plan.



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**Review Enhancing Student Learning Report**

The Board will review and approve the District Enhancing Student Learning Report.

**Prepare and Submit Enhancing Student Learning Report**

The Board will submit to the Minister a report completed in accordance with the Enhancing Student Learning Reporting Order by September.

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October **Monitor Annual Plans**

December Principals will review their School /Department Growth Plans and progress regularly with staffs.

Principals will communicate their progress to the school community through newsletters, and meetings.

The Superintendent will support principals when and where needed as schools implement their plans.

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January **Interim Reporting**

Principals will update School/Department Growth Plans.

Principals will share interim school improvement progress with the Directors by mid-school year.

Directors will present interim report to the Superintendent.

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February **Monitor Annual Plans**

to May Principals will continue to review their School/Department Growth Plans and progress regularly with staffs.

Principals will continue to communicate their progress to the school community through newsletters and meetings.

The Superintendent will continue to support principals when and where needed as schools implement their plans.

Reference: Sections 7, 8, 8.4, 8.5, 22, 65, 75, 85 *School Act*  
Statement of Education Policy OIC 1280/89  
Education Improvement Commission (2000). *School Improvement Planning: A Handbook*.  
Hanover Research (2014). *Best Practices for School Improvement Planning*.  
Leithwood, K. (2013). *Strong Districts and Their Leadership*.

Adopted: December 9, 2020  
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