



ADMINISTRATIVE PROCEDURE 100

PLANNING AND REPORTING CYCLE FOR CONTINUOUS IMPROVEMENT

Background

The Division believes that detailed planning and reporting must guide the administrative and educational activities of Grande Yellowhead Public School 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 Grande Yellowhead teachers, support staff and administrators. To this end the Division believes that an acceptance of responsibility by all staff members to achieve the goals and outcomes is a requirement. The Division further believes that 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 Grande Yellowhead Public School 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 shall be involved in the planning and reporting cycle to the extent determined by the Superintendent.
 - 1.3 The Planning and Priorities Committee shall be involved in the planning and reporting cycle.
2. The Superintendent is responsible for preparing the Three Year Education Plan and Annual Education Results Report.
 - 2.1 The Division Leadership Team shall 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 (Appendices 100A, 100B, 100C, 100D, 100E). The Division Leadership Team consists of the School Principals,

Assistant Principals (as required), Assistant Superintendent – Business Services, Director – Financial Services, Director – Transportation Services, Director – Facility Services, Assistant Superintendent – Learning Services, Supervisors – Learning Services, Deputy Superintendent, and the Superintendent.

- 2.2 The Leadership Council shall be involved in the final reviews of the drafts of the Three Year Education Plan and the Annual Education Results Report.
 - 2.3 The Three Year Education Plan shall incorporate a Program Evaluation Review Template (PERT) chart as a means to establish a Division focus on the specific Division and school activities matched to the priorities and outcomes.
 - 2.4 The Superintendent shall present the Three Year Education Plan and the Annual Education Results Report to the Board for approval.
3. The Grande Yellowhead Public School 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 shall be involved in the planning and reporting cycle at the school level to the extent determined by the Principal.
 - 3.2 The Principal shall involve the School Leadership Team in the preparation of the drafts of the school Three Year Education Plan and the school Annual Education Results Reports by involving them in the school planning and reporting cycle (Appendices 100C, 100D, 100E).
 - 3.3 The Principal shall involve the School Administration Team in the final review of the school Three Year Education Plan and the school Annual Education Results Report.
 - 3.4 The Principal shall ensure that the school Three Year Education Plan is aligned with the goals and outcomes contained in the Division Three Year Education Plan.
4. Department Heads and Principals are responsible for the implementation of the Three Year Education Plan at the Division and school levels.
- 4.1 The Principal and his/her staff shall 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 and Principals are responsible for data collection, measurement and reporting the degree to which outcomes have been achieved.
- 5.1 Principals shall develop a process of data gathering to determine the areas of need for improvement in the implementation of curriculum.
 - 5.2 Principals shall 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 shall develop and implement protocols for their school 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 shall work within the context of the School Continuous Improvement Plan and the Grande Yellowhead Public School Division Planning and Reporting Cycle.
6. Department Heads 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 his/her staff shall 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 his/her staff shall make modifications to the school Three Year Education Plan and develop strategies to achieve the goals and outcomes of the Division.
 - 6.2 Department Heads shall 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 shall make modifications to Division strategies to be implemented to achieve the goals and outcomes of the Three Year Education Plan.
7. The Grande Yellowhead Public School Division Three Year Education Plan identifies Division priorities to be reflected in the annual Division budget.
 - 7.1 Department Heads shall 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 shall 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 Grande Yellowhead Public School Division Three Year Education Plan directs Division and school planning for professional growth activities for all Grande Yellowhead staff.
 - 8.1 Department Heads and Principals shall 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 Grande Yellowhead staff members shall develop and implement Annual Professional Growth Plans as required in Administrative Procedures 411, 423,

and 430 that will improve the staff members 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, 19, 20, 22, 39, 45, 60, 61, 77, 78, 113, School Act
School Authority Accountability Policy 2.1.1
Accountability in Education – Policy Framework, June 1995
Guide for Education Planning and Results Reporting

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