

#108149

AE

**COMMITMENT TO ACCOMPLISHMENT
PLANNING PROCESS**

Preamble:

It is the expectation in the St. James-Assiniboia School Division that the planning process at the school and division levels will be done in consultation with staff members, students, parents and the community at large. The development of school plans should be done ensuring the following principles are followed:

- Be Legal
- Be Ethical
- Be aligned with Board Policy and the Strategic Plan
- Be within approved budget

Some of the assumptions that need to be considered are:

- School-Based Administrators will demonstrate an understanding of research that demonstrates a sound knowledge of what make schools effective.
- Enhancement of school programs occurs at the individual school level.
- Those who have the greatest stake in school improvement (principals, vice principals, teachers, students, staff and parents) should be involved together in school leadership and decision-making.
- The principal is an important person in the education chain of cause and effect.
- Each school is at a different stage of readiness for various school leadership initiatives.
- School-based leadership is a process, not a project.

Timeline:

September Schools submit Final school planning reports to the Superintendent or designate by September 15 for the current school year.
Senior Administration, with the support of the Divisional Student Services team, reviews and prepares a school division report as required by the Manitoba Education for the current school year.

October Annual School-Based Administrator Workshop: system-wide review of the strategic plan will be considered in the agenda of the workshop.

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Gathering of Suggestions/Information for Strategic Plan

Sample activities:

- a) Survey results tabulated and analyzed (if applicable)
- b) Staff/Parent Council suggestions – From planning outcomes developed at the school level in April - June
- c) Senior Administration recommendations

Utilize current data available in the review of the Strategic Plan (surveys, projections, dropout study, school-based reports, etc.)

School Planning Reports, Divisional Planning Reports and Reports to the Community are submitted to the Board.

School-Based Planning Reports to the Community are distributed to the community through school websites.

November Annual Board/Senior Admin Workshop for Strategic Plan for upcoming school year

Board Approves Strategic Plan Directions for upcoming school year
Report to the Community is sent out through division website.

Dec – Mar. Strategic Plan expected outcomes are used in the budgeting process/discussions for the upcoming school year.

March 15 Board approves budget for upcoming school year.

March-June Following departmental guidelines, principals review the planning outcomes of the previous school year and address these outcomes during preparation of the upcoming school year's planning reports. Opportunity will be provided for participation of staff and the community at the school level. Student Services personnel from each school will ensure that outcomes for less successful learners are considered in the development of school plans.

The school planning reports will include the components that are required by Manitoba Education.

Coordinators review the strategic plan objectives; write leadership goals re: their own jurisdictional areas.

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(Plans include intended outcomes, strategies, success indicators, with provision of space to record results, data used)

June 30 Draft School Planning Reports will be submitted to the Superintendent or designate by June 30th of each year. This submission will include the outcomes, strategies and success indicators as required by Manitoba Education for the upcoming school year as well as accomplishments from current year. This submission can be updated in September in order to include new data not available in June.

Strategic Plan Workplan

Timeline	Action		
	Board Role	Senior Administration Role	School Administration Role
September		Review and finalize Divisional planning report for current year	Submit Final school plan report (ME) to Senior Administration which includes accomplishments from previous school year. Implement School Plan.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

REGULATION:**AE-R**

Timeline	Action		
(Continued)	Board Role	Senior Administration Role	School Administration Role
October	Annual review of prior year accomplishments	Review and develop Strategic Plan for upcoming school year.	Review and develop Strategic Plan for upcoming school year
November	Annual review and develop Strategic Plan for upcoming school year	Annual review and development of Strategic Plan for upcoming school year	
	Approval and communication of Strategic Plan		
December - March	Review annual budget using Strategic Plan	Review and develop annual budget using Strategic Plan	
March	Approval of Budget		
March - June		Reviewing and finalizing Divisional planning report for upcoming school year	Review, develop and submit Draft school planning report for ME to Division Office

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