

## Administrative Procedure 100

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# CONTINUOUS IMPROVEMENT PLANNING

## Background

Planning in public education is an essential part of ensuring that all students have equitable opportunities to acquire the knowledge, skills and attitudes they need to be self-reliant, responsible, caring and contributing citizens. Planning ensures resources for public education are used for optimal results.

The Division has developed an Improvement Matrix as part of the Saskatchewan Ministry of Education's Educational Sector Strategic Plan (ESSP). The accomplishments and results achieved provide information to the public and inform the cycle of planning for continuous improvement.

## Procedures

### 1. System Planning Guidelines

- 1.1 The mandate, vision, mission, guiding principles and goals of the Division will provide strategic direction for system planning.
- 1.2 The planning process will recognize priorities identified by the province and the Board.
- 1.3 The actions and endeavors of the Division and its schools must be guided by sound planning processes. The planning process must provide ample opportunity for input and meaningful involvement by persons from stakeholder groups. "Formal" processes for the system and its schools to develop, revise and extend the Plan that identify priorities, along with predetermined courses of action, outcomes, measures, strategies and timelines for task completion will be developed each year.

### 2. Planning Documents

Planning document that meet local needs and fulfill accountability requirements shall be developed and implemented

- 2.1 Plans related to the Educational Sector Strategic Plan (ESSP) shall be updated annually with provision for ongoing input into the revision process by school, School Community Councils, parents, teachers students and community stakeholders.
- 2.2 Progress reports related to improvement planning will be presented to the Board at least annually.
- 2.3 The Director of Education shall:
  - 2.3.1 Share Improvement Plans with the Board annually;
  - 2.3.2 Develop a communications strategy advertising the key actions to be undertaken during the upcoming school year;

- 2.3.3 Make a provision for distribution of Improvement Plans and their placement on the Division website; and
- 2.3.4 Ensure accountability reports are prepared for presentation to the Board at least annually.

Reference: Sections 85, 87 of the Education Act

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