

# **Administrative Procedures**

# AP 1000: Strategic Plan, Enhancing Student Learning Report, and Continuous Learning Monitoring Cycle

#### **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 District recognizes its responsibility to keep education partners informed about accomplishments and progress towards goals. The District will keep its school communities and public informed of the overall results achieved in the District through its annual reports.

#### **Procedures:**

#### 1. District Planning

- 1.1. System Planning Guidelines
  - 1.1.1. The mission, vision, values and key goals of the District will provide strategic direction for system planning.
  - 1.1.2. The planning process will recognize priorities identified by the province and the Board of Education.
  - 1.1.3. The actions and endeavors of the District and its schools must be guided by sound planning processes.

#### 1.2. Strategic Plan

- 1.2.1. A strategic plan that meets local needs and fulfils accountability requirements will be developed and implemented.
- 1.2.2. The strategic plan shall be updated every five (5) years to ensure focused, efficient and effective change and improvements.
- 1.2.3. Progress reports on the strategic plan will be presented to the Board regularly.
- 1.3. The Superintendent shall:
  - 1.3.1. Provide administrative support to the Board to develop the strategic plan.
  - 1.3.2. Make provision for distribution of the strategic plan and its placement on the District website.

### 2. Continuous Learning Reports and Annual Reports



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- 2.1. Annually, the Superintendent will report on, at minimum:
  - 2.1.1. Student enrolments;
  - 2.1.2. Strategic priorities and results identified in the Strategic Plan; and,
  - 2.1.3. Business and facility services.

## 3. Enhancing Student Learning Report

- 3.1. The Superintendent will develop an Enhancing Student Learning report in accordance with Ministry expectations.
- 3.2. The Enhancing Student Learning Report will contain information regarding progress toward meeting goals and objectives established by the District.
- 3.3. The Enhancing Student Learning Report will be posted on the District website.
- 3.4. The District shall use the Enhancing Student Learning Report for information in the planning cycle and make adjustments to its goals as necessary.