



**Christ Our Model.
Children Our Focus.**



2021 – 2022 ISEP

(Individual School Education Planning)

DEVELOPMENT

PROCESS

2021-2022

INDIVIDUAL SCHOOL EDUCATION PLANNING (ISEP) DEVELOPMENT PROCESS

DEVELOP DRAFT EDUCATION PLAN (COMPLETED BY SEPTEMBER 7/2021)

(FOR 2021-2022 PLAN)

Consolidate the input from the session into a Draft Education Plan. Either the principal or a designate can do this. The Plan should be structured to address the key elements reflected in the above discussion questions. The principal should then review the draft plan with the Superintendent or designate to get feedback and value added suggestions, which can be incorporated into the final draft plan.

STAFF/PLANNING TEAM/SCHOOL COUNCIL REVIEW OF DRAFT PLAN (COMPLETED BY SEPTEMBER 30/2021)

A second meeting (1-2 hours) of the Staff/Site Planning Team (could be part of a staff meeting), the school council (could be part of a parent council meeting) will be held at which the draft ISEP is reviewed and validated. Any refinements required as a result of this review should be incorporated into a Final Draft Plan, which is to be submitted to the Superintendent, or as directed by the Superintendent.

REVIEW AND APPROVAL OF THE ISEP (COMPLETED BY OCTOBER 29/2021) AND IMPLEMENTATION PLANNING AND ONGOING MONITORING AND EVALUATION

The Superintendent will meet with the principal to review and approve the final ISEP.

Lead role responsibilities for each major strategy will be assigned; and the resources required to support the implementation of the Plan would be identified and allocated.

Progress on the implementation of the Plan will be monitored and progress reports submitted to the Superintendent in January and June:

- January Report – will be a high level activity report on major priority areas;
- June Report – will be an annual summary of results achieved in all goals;
- High schools will complete updated reports on Diploma Exam Results in March and October.
- Elementary schools will complete updated reports on Achievement Tests in October.

CURRENT SITUATION REVIEW (ONGOING)

Conduct a review of relevant documents and gather input from selected stakeholders as part of the development of a database to support the planning process. This should include the following tasks:

- Review the status of the strategies/initiatives in the school's current Education Plan;
- Review School Survey Results and Accountability Pillar Trend Results (Students, Parents and Staff) to identify perceptions regarding strengths, areas of concern and suggested priorities;
- Ongoing engagement with stakeholders including parents, student, Division office;
- Conduct a focus group session with the School Council to review the planning process, identify areas of strength, areas where effectiveness could be improved and recommend priorities; alternately some members of the School Council could be invited to participate in an Education Plan Development workshop with staff;
- Review Provincial Achievement Test, Diploma Exam results, Screens for the school to identify areas where additional focus is required;
- Review priorities from the Division Education Plan; and
- Review Alberta Learning Priorities.

DEVELOP BRIEFING DOCUMENT (COMPLETED BY MAY 6/2022)




(FOR 2022-2023 PLAN)



- Briefing Document: Summarize the results of the above noted activities into a briefing document (power point presentation format is more functional and user friendly) to be used by the Site Planning Team as a database to support the school's plan development process.
- Agenda and Process Tools: Develop agenda and process tools for a full day planning session.
- Participants: The planning team should comprise of the entire staff. It could also be augmented by members of the School Council and student representatives if so desired.

FIRST PLANNING SESSION (COMPLETED MAY 20/2022)

Hold a full day planning session with the staff/planning team. Many principals use the spring Professional Development Day for this purpose. A potential agenda for the meeting could include the following:

- **Welcome, introductory comments and review of session objectives**

- **Set the context** (presentation)
 -  Review of ISEP objectives and process
 -  Review of Briefing Document/Presentation
 -  Review of Division and Alberta Education documents

- **Facilitated Discussion of key questions:** (Small group or Large Group depending upon the size of the team)
 - School Priorities: What are the most important priorities the individual school must address over the next three years?
 -  What does success look like relative to each priority? i.e. what key results do we want to accomplish?
 -  How are we going to achieve the desired results? What are your best suggestions for strategies?
 - Division Priorities: Focusing on the five major goals in the Division's Strategic Plan, identify the top three or four strategic initiatives under each major goal, the school should focus on over the next year. What specific strategies/actions should we be implementing in these areas?
 - Alberta Education Priorities: Alberta Education has identified the following priorities. How should we as a school address these priorities?
 - Performance Measurement: How will we measure our success? Recommend performance measures.

- **Review next steps.**

DEVELOP DRAFT EDUCATION PLAN (COMPLETED BY SEPTEMBER 5/2022)

(FOR 2022-2023 PLAN)

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