

| PROCEDURE 100 | |
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| Adopted | October 6, 2008 |
| Last revised | October, 2022 |
| Review date | October, 2027 |

SYSTEM PLANING

1) PURPOSE

The actions and initiatives of staff members, schools and departments in Hasting and Prince Edward District School Board (HPEDSB) must be guided by sound planning processes. Research literature emphasizes that school improvement is most effective when it is part of a district-wide improvement effort focused on student achievement and factors that affect student learning.

All partners in education within the district are invited to participate in the development of the annual system plan.

The system plan provides district-wide understanding about the major goals that give meaning and direction to the work of the staff. It also exemplifies the kind of improvement planning that is expected at every level of the organization.

2) PROCEDURES

- a) The mission and goals of the Board as articulated in Board Policy 1 shall provide overall direction for system planning. The planning process will also recognize any corporate priorities identified by the Board.
- b) The director of education will provide leadership for the development of an annual system plan. Formal processes will be implemented each year for the system, its schools and departments to develop, revise and extend the system plan.
- c) The planning process shall provide ample opportunity for input and meaningful involvement by persons from stakeholder groups.

3) THE SYSTEM PLAN

- a) The System Plan will be developed and implemented annually, within a more comprehensive Multi-Year Strategic Plan (MYSP). The System Plan shall meet local needs and fulfil accountability requirements.
- b) The System Plan shall be kept current to ensure focused, efficient and effective change and improvements. The Plan is a work in progress, and will continually be revised and refined.
- c) The System Plan will provide ~~common goals~~ system priorities as identified by school and system leaders and staff. It will identify action plans, key action steps, leadership roles, indicators of success, monitoring measures, and timelines for task completion.

4) The Director of Education shall:

- a) ensure appropriate involvement of the Board of trustees for confirmation of the process and timelines, establishment of Board priorities and key results, and final Board approval;
- b) provide for involvement in the planning process by system and school staff members, students, school councils, parents, and community stakeholders;

- c) provide for distribution of the System Plan and its placement on the Board website;
- d) inform the community of the goal initiatives to be undertaken during the upcoming school year; and
- e) report through board meetings regularly to stakeholders on the results achieved.

Legal References:

Education Act, section 283 Chief Executive Officer

District References:

- Board Policy 1 - Board Mission and Goal
- Board Policy 4 - Corporate Board Job Description
- Board Policy 5 - Director of Education Job Description
- Board Policy 20 - Equity
- Multi-Year Strategic Plan
- Administrative Procedure 105 - Director's Annual Report
- Administrative Procedure 115 - School Planning and Reporting