

**DIVISION ASSURANCE PLANNING, ENGAGEMENT AND REPORTING**

**Assurance Planning Timelines**

Date	Task
January	Senior and School Leadership begins engagement planning which includes: <ul style="list-style-type: none"> <li>● Communicate Assurance results to staff, students and parents</li> <li>● Gather feedback on the results from staff and parents to inform school reflections</li> <li>● Engage student, staff and parents on the priorities for your school</li> <li>● Engage staff and parents on budgeting decisions</li> </ul>
February	Feb 1-20: Survey window for all parents, staff, Grades 4-12 students which coincides with Alberta Education Accountability Survey window Feb 20: Survey deadline Feb 28: Assurance Survey Results released to administrators Communication: <ul style="list-style-type: none"> <li>● Students, parents and staff understand the use and implication of the data collected through the surveys</li> <li>● Communication on what the questions mean, and how you are meeting the criteria of the questions</li> <li>● Highlight areas of success and target areas of concern</li> </ul>
March 1	School Leadership provided with Survey results on the School Assurance Dashboard. School Leadership begins communication and engagement plans with parents, staff and students.
March 15	Expected Funding Announcements from provincial government to guide Division and School budget planning
March 31	Recommendations from Allocation Committee to all School Leadership
April 1	School Budget Creation Begins
April 15	1 <sup>st</sup> Draft of School Assurance Plan Submitted in preparation for School Assurance Presentation to Senior Leadership
April -May	School Assurance Meetings with School and Division Senior Leadership (Presentation Format): <ul style="list-style-type: none"> <li>● <b>How did you collaborate to develop your School Assurance Plan with staff, students and parents? What were the competing priorities presented by stakeholders? What are you learning from the results?</b></li> <li>● <b>What are the top achievements, highlights and accomplishments that you are most proud of as a school?</b></li> <li>● <b>What are the top areas of growth you are facing as a school?</b> <ul style="list-style-type: none"> <li>● Speak on results and reflections and how it informed the assurance plan.</li> <li>● What measures were most concerning and were addressed?</li> <li>● Speak and share evidence on how engagement went with staff and parents (and students where appropriate), how did inform the plan?</li> </ul> </li> <li>● How has the assurance plan translated into the budget? What initiatives were proposed but had to be eliminated or scaled back when you did the budget?</li> </ul>

May	Budget submitted by school to Central Learning Services
May	Division Budget report due to Board of Trustees

**Guiding thoughts:**

1. Reflections should include an assessment of why the results are where they are as well as what can be done to improve them.

“What evidence are you accepting that your activities are having an impact on your results?” **The process of co-creating the reflections with your stakeholders in order to inform your planning is most important.**

2. Brainstorm with your stakeholders and prioritize. Prioritizing will be crucial when you enter the budget. Enter everything from the first draft and then eliminate or scale back the lowest priorities.