

DIVISION PLANNING AND REPORTING

Sample Assurance Planning Timelines

Date	Task
February 24	Leadership provides engagement plan to Superintendent that indicates between March and April how they will: <ul style="list-style-type: none"> • communicate Assurance results to staff and parents • gather feedback on the results from staff and parents to inform your reflections • engage staff and parents on the priorities for your school • engage staff and parents on budgeting decisions
February 28	Survey deadline for all Grades 4-12 students
March 1	School Leadership provided with Survey results from the Division. Dashboard updated and communicated to staff and parents.
March 15	Expected Funding Announcements from provincial government to guide budget planning
March 31	Recommendations from Allocation Committee to all School Leadership
April 1	School Budget Creation Begins
April 5-7	Leadership Retreat and Planning for Future School Year
April 14	Reflections on 7 Division Priorities from Individual Schools Submitted and Uploaded to School Websites
April 14	1 st Draft of School Assurance Plan Submitted
April 18-24	School Assurance Meetings with School and Division Leadership (Format): <ul style="list-style-type: none"> • Speak on results and reflections and how it informed the assurance plan. What measures were most concerning and were addressed? • Speak and share evidence on how engagement went with staff and parents (and students where appropriate), how did inform the plan? • 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?
May 5, 2017	Budget submitted by school to Central Learning Services
May 10, 2017	Budget report due to Board of Trustees

1. Based on leadership feedback on previous process, reflections have moved from the measures to the 7 priorities. Reflections should include an assessment of why the results are where they are as well as what can be done to improve them. **The process of co-creating the reflections with your partners in order to inform your planning is most important.**
2. Brainstorm with your partners 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. <https://prezi.com/5I3xije0rtbi/priority-based-budgeting/>