

- Procedure Number: 400
  - Procedure Name: Annual Improvement Model (AIM) (revision #2)
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**Annual Improvement Model (AIM)****1. Annual Improvement Activities for Employees**

- (a) The Superintendent and the Secretary Treasurer, or their designates, shall be responsible for promoting increasing participation in the A.I.M. direction for those employees who are not school based. As well, the Superintendent will take responsibility to invite trustees to participate through the Board Chair, and connections with parents will be invited through DPAC to participate fully in the A.I.M. objectives.
- (b) The Principal of each school shall be responsible for promoting increasing participation in the A.I.M. direction for all school staff.
- (c) The district coordinators shall provide information as to resources and staff development opportunities to all employees at the beginning of each school year; and this information will be kept current through the district website and other forms of communication.
- (d) Principals will provide information on the implementation of the A.I.M. direction at the annual year-end Principal review with the Superintendent of Schools. In turn, the Superintendent will provide to the Board a summary report on the successful participation of all employees in the Board's A.I.M. direction. The Superintendent's report will also include participation progress of other individuals and groups (e.g. non-school based employees, excluded staff, trustees, PAC and DPAC members).

**2. Annual Improvement Activities for Schools**

- (a) Prior to April of each year, the Principals will review and develop the next year's school improvement activities. These school goals will be the result of a school wide collaborative effort, which will also include in the discussions the School Planning Councils (SPC), school Parent Advisory Committee (PAC) representatives and where appropriate, student representatives, as purposeful information towards establishing:
  - goal themes common to all school improvement planning, (which will be brought forward to the district's annual retreat);
  - district annual improvement activities; and
  - district annual staff development plans.
- (b) The aims, objectives and processes followed by the school in establishing their annual school improvement plan shall be organized into a special binder, and will include information such as school staff involvement, rationale for the choice of goals, implementation strategies, data collection over time, budget allocation and a communication plan for reporting the progress of the implementation of the school goals to the School Planning Council, the school PAC, and the Superintendent of Schools, representing the School Board.

**3. School Planning Council Involvement**

When the school community has completed the draft of their school improvement plan, the Principal will coordinate the review of this plan with the School Planning Council, and make appropriate changes or adjustments prior to the 15<sup>th</sup> day of April of each year; after which the School Planning Council formally submits the improvement plan to the Superintendent.

**4. School Improvement Plan Review**

- (a) One day shall be set aside annually (April) for the purpose of reviewing the school improvement plans submitted by each of the School Planning Councils.
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- (b) This review process shall be organized by the District Curriculum Coordinators, and shall include three representatives from each school:
  - Principal or designate
  - School staff committee designate
  - One parent representative from the SPC
- (c) The goals of each school and the common themes derived from the discussions of the day shall be summarized and recorded for:
  - Submission to the District Annual Retreat
  - Submission to the district web site
  - Publication for the opening of school in September
  - In-service planning for the next school year

**5. Annual Improvement Activities for the District**

The Board Chair and the Superintendent of Schools will be responsible for creating an annual retreat with the goal of reviewing the successful implementation of the current district annual improvement activities and to establish new district goals where applicable.

The planning process shall be the Board's responsibility and will include at least the following components:

- representative attendance;
- common themes from annual goals submitted by schools for the forthcoming year; and
- consideration of emerging district/provincial issues.

The retreat will result in a consensus as to the annual improvement activities for the district for the forthcoming school year. These district goals will be published and communicated to all employees and to the district's partners in education. The Board will review the progress of district goals as appropriate, and during the process of drafting its Accountability Contract for the Ministry of Education.

**6. Reporting**

- (a) All reports, provincial, district or school, will comment on student achievement and successes, as well as on the progress of the annual improvement activities.
- (b) The Board shall also report this information to each of the School Planning Councils.

**7. Superintendent's Annual Year-end Review with Principals**

- (a) Principals will provide information on both the implementation of their school improvement activities of the present school year, and the establishment of their new school improvement plan for the forthcoming year. Both binders shall be made available as tools for discussion with the Superintendent.
- (b) Principals will also review with the Superintendent their own current annual improvement plan, as well as their new goals for the coming school year.
- (c) Principals will provide information on the level of successful implementation of A.I.M. in their schools as per 1(d) of this policy.
- (d) Principals will also address the status of Policy #400 commenting on both the quality of processes and possible changes which may improve this policy.

**8. Superintendent's Annual Year-end Review with the Board of School Trustees**

At September's first Board meeting, the Superintendent will provide:

- (a) a summary report on the successful implementation of the annual improvement activities of all schools,
- (b) the status of the proposed school improvement plans for the forthcoming year, and
- (c) the process and timeline for drafting the district Accountability Contract.