



## NANAIMO LADYSMITH PUBLIC SCHOOLS

### EDUCATION COMMITTEE PUBLIC MEETING

#### INFORMATION SHEET

DATE: October 5, 2022  
TO: Education Committee  
FROM: Don Balcombe, Assistant Superintendent and  
Jacquie Poulin, Assistant Superintendent  
SUBJECT: Operational Plan Update

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#### **Background**

The Board sets the direction for the district through the Strategic Plan. The Department of Learning Services puts action to the Board Goals and Objectives through the Operational Plan.

Throughout the year we will provide updates on the strategies employed to meet the Goals and Objectives of the Strategic Plan.

This month we are reporting on the Board Goal of Continuous improvement of Instruction and Assessment and the Objective to Increase leadership capacity and excellence. We will focus on two strategies, facilitating the educational leader growth plan and review process, and facilitating data review and implementation of the school plan process.

There are several systems and structures in place to increase leadership capacity and excellence. Our educational leaders engage in activities and events throughout the year that provide opportunities to build their leadership capacity. Monthly Principal and Vice Principal meetings, Managers' Learning Series, weekly updates, and informal ad hoc meetings focus our school leaders on continuously improving their professional practice. In addition, there are formal strategies that ensure we are building leadership capacity and excellence, including our PVP Growth Plan process, our Leadership review model, and our School Plan process.

Every principal and vice principal annually completes a Growth Plan. Principals serve as "critical friends" to their vice principal(s), and each principal has a member of the Department of Learning Services as their "critical friend". In addition to regular informal meetings and conversations throughout the year, each principal and vice principal meets formally a minimum of three times each year for professional conversations about the Growth Plan.

In addition to the annual Growth Plan, each principal and vice principal have a Leadership Review conducted once every three to five years. Principals conduct Leadership Reviews for their vice principal(s) and the Assistant Superintendents conduct Leadership Reviews for our principals. The review includes a comprehensive survey completed by school staff, a review of the Growth Plan process, and conversations with the principal or vice principal. Reviews are typically completed in the second or third year that a PVP is in the same role in the same school.

Another strategy to support increased leadership capacity is the School Plan process. Each year, our school leaders engage their staff in developing a School Plan that aligns with the district's goals. Schools use an inquiry model to develop their plans. School leadership teams scan their community, develop hunches about what is occurring for their learners, and set goals to address learning needs. They establish strategies to meet the needs, then monitor and adjust strategies throughout the year. Many schools commit to goals for a number of years, allowing time for new strategies and approaches to become established throughout the school. The end of the inquiry cycle involves checking how the action steps have made a difference for the learners. From there, the inquiry cycle begins anew.

This month's Education Committee meeting will include presentations from two schools, Chase River Elementary and Dover Bay Secondary. The presentations will highlight how school plans are created and will give trustees some insights into how the board goals are actualized at the school and classroom levels.