

# School Planning Cycle

The school planning cycle is a recurring pattern of activity focused on the main mechanisms that Principals have to determine the way resources are used in their schools. The planning cycle commences in November and concludes with final versions of the **Academic Achievement Plan (AAP)**, **Strategic School Design (SSD)** and final **staffing** on October 1 of the following academic year. The five touches of the **Teaching Development and Evaluation System (TDES)** occur throughout the academic year and impact the following year with respect to **staffing**, professional development needs, and **non-renewal decisions**.

In November, the first step in the cycle is the release of **enrollment projections** for the following academic year. Under student based budgeting, enrollment is the main determinant of the school's budget, including the weights associated with certain demographic characteristics and student needs. However, to meet these needs, Principals and their leadership teams have important flexibilities for deciding how they use their budgets, which they work through and document during the **Strategic School Design** process. In particular, Principals should be thinking about their role as instructional leaders in the way they leverage time, treasure and talent in their buildings. They should also consider **anticipated staff vacancies through retirements, resignations or non-renewals** and how these staffing changes present opportunities for changes in their programming and staffing structure.

In January, schools receive estimated performance data and preliminary targets from the **School Performance and Planning Framework (SPPF)**. Principals should reflect on progress and make mid-course corrections. Budgets will be available in [mybudgetfile.com](http://mybudgetfile.com) and Principals will begin the **Strategic School Design** process to determine how they will meet the needs of their students and achieve the targets from the SPPF. Draft **SSD templates** are due by the end of February, at which point the District can confirm **temporary budgets**.

The **AAP** process, which incorporates the planning work from the **SSD**, can commence any time in the spring but must be voted on by staff during May, then submitted to the CAO. Effective school planning will result in close alignment between school data, the **AAP** and the **SSD** process allowing Principals to shape the **staffing** that meet the needs of students and the school for the following year.

The recruitment, hiring and assignment of staff commences in April while at the same time Principals should be preparing for the **non-renewal** process. Principals should pay particular attention to their personal and school calendars as TDES activities continue during this month. Position **posting, recruitment and selection** will continue through the summer, with **final staffing completed** and **onboarding** in July and August. During this time Principals can undertake deeper dives into their academic data.

When the new academic year starts in August (for most schools), the cycle draws to a close with a period of final adjustments to the **AAP**, **SSD** and **staffing**. The key data points supporting these final adjustments are an **enrollment snapshot** and **final SPPF performance data and targets** in August. All schools should be operating with final versions of **AAPs**, **budgets** and **staffing** from October 1.

