Profile

Staff FTE		Budget			
Custodial	0.000000	Salaries		$908,653	98.54%
Exempt	5.000000	Supplies, Equipment and Services		$13,450	1.46%
Support	2.000000		**Total**	**$922,103**	100.00%
Teacher	1.000000				
Maintenance	0.000000				
Total	**8.000000**				

Vision

Enhancing pathways for student success.

Mission

Our commitment to high-quality public education serves the community and empowers each student to live a life of dignity, fulfilment, empathy and possibility.

Values

Accountability, collaboration, equity and integrity.

Division Priorities 2022-2026

1. Build on outstanding learning opportunities for all students.
2. Advance action towards anti-racism and reconciliation.
3. Promote a comprehensive approach to student and staff well-being and mental health.

Profile

As part of the Technology and Information Management team, Student Information is responsible for providing accurate student data and information for the Division. This unit manages and reports information to schools, Division units, Alberta Education and external agencies about student enrolment through the Provincial Approach to Student Information (PASI) including: courses, course completion and student achievement. Student Information establishes and oversees protocols for student data collection, data sharing and data use to ensure the integrity of Division data management. This team supports school and central DU leaders in the collection of data for school-based innovations, student growth and achievement in addition to Division research.

Division Priorities 2022-2026

1. Build on outstanding learning opportunities for all students.
2. Advance actions towards anti-racism and reconciliation.
3. Promote a comprehensive approach to student and staff well-being and mental health.

Based on the SMART goals that were established for 2022-2023, report on the results you achieved (with evidence, including referencing the school's Assurance Measures results, if applicable) and describe how achievement of the goal supports the above Division's Priorities (reference the priority number in your response).

SMART Goal 1: Provide timely and reliable access to student information that will assist schools in recognizing and supporting the diverse learning needs of all students and evaluating and reporting on student growth and learning outcomes in the area of literacy and numeracy.
Key Performance Indicators:
1. Staff will assist with implementation, validation and support of a new reporting tool to assist schools in easily reviewing student achievement to better inform data-informed decisions.
2. Provide reports upon request for the Division, central units, catchments and schools on students and their achievement within an agreed upon timeline 19 times out of 20.
3. Develop processes to leverage technology to streamline the work of school administrators thereby allowing for greater focus on achieving student growth.
4. Develop communication and training plans for school support staff to highlight existing reports in PowerSchool that will assist in greater efficiencies.

Results Achieved:
1. Student Information has been instrumental in the onboarding of the new Division dashboard built upon the Dossier platform by Intellimedia. The tool was introduced last year and all relevant data has been shared with Intellimedia for inclusion in the dashboard. The tool has been released to schools for use and continues to undergo data validation and testing to ensure accuracy and clear interpretation of data by schools.
2. Last year 196 ad hoc reports were requested by end users of student data. These requests are categorized by the end user and prioritized accordingly. Reports for the Division Support Team, Budget Services and Financial Services were all met within the agreed upon timeline. The next tier included reports for other central units to meet their business needs. 95 per cent of these reports were provided within the agreed upon timeline. Reports for catchments were also provided within the agreed upon timeline 95 per cent of the time. Reports for individual schools were provided within the requested time frame only 79 per cent of the time, due primarily to staff capacity.
3. A number of processes were implemented last year to streamline the work of schools. An attendance function was added to SchoolZone that allowed parents to directly enter absences. Online Record Collection and Administration (ORCA) was enhanced to allow for the direct transfer of data into PowerSchool from the Digital Student Registration Form. A number of commonly requested reports for schools and central were developed and built that allowed for the reports to be scheduled and bursted to schools and or central units
4. An information series on existing attendance reports was produced and provided to schools. This month-long initiative highlighted existing reports in PowerSchool for schools and shared how best to leverage the current data within the school's systems.

SMART Goal 2: Foster professional learning activities for staff to improve their understanding of the experiences and achievement of First Nations, Metis and Inuit people and the recommendations outlined in the Truth and Reconciliation Commission of Canada: Calls to Action.
Key Performance Indicators:
1. Staff will have the opportunity to participate in professional learning that will expand their own personal understanding of the history of colonization and the work of the Truth and Reconciliation Commission.
2. Reports on the achievement and engagement of First Nations, Metis and Inuit students within the Division will be produced upon request for schools and central units to assist in their work with improving the success of these students. These will be produced within the agreed to timeline 19 times out of 20.
3. Staff within the unit will assist in the data collection and management of Extended Student Demographic Data in collaboration with Programming Services and other units within Technology and Information Management.
4. Staff within the unit will work in collaboration with staff from Division Strategic Supports to report on the learnings identified by the collection of Extended Student Demographic Data.

Results Achieved:
1. Staff were provided with a number of opportunities to gain knowledge and perspectives of the First Nations, Metis and Inuit peoples of Canada. These opportunities were offered over the course of the year to allow for time staggered learning and increased retention.
2. This target was met. Reports for the internal units were produced. Enhanced use of the business intelligence tool used by Student Information allowed for these to be scheduled and automatically provided at the requested intervals.
3. This target was met. The database and rules associated with the database were developed so as to ensure security and confidentiality of the data. This was critical to the success of the Extended Student Demographic Data project and to ensure the confidence of all stakeholders.
4. This remains an ongoing goal. The Division produced the first of a series of reports that highlighted the demographic data of our student population. Further reports triangulating data will be produced in subsequent years.

Decision Unit: Student Information [A043]　　　　　　2022-2023 Results Review　　　　　　**DU Administrator:** Bob Morter
Address: One Kingsway

Results and Implications

What were the biggest challenges encountered in 2022-2023?

A number of challenges were experienced in the 2022-2023 school year. During Covid 19, the province amended a number of practices for the 2020-21, and 2021-22 school years, the last year was communicating that rules have returned to "normal" The changing regulatory environment from those years posed challenges in the 2022-23 school year. It led to a greater uncertainty on the part of the schools on the rules for enrolment and acceptance within the Division. Much of last year was spent re-establishing a common, accurate understanding of enrollment and funding rules. A second challenge last year was related to staffing changes. A long term staff member retired and was replaced, while additionally another senior staff member was in their final year. This resulted in a great deal of training over the last year and had an expected impact on productivity.

What are the opportunities for improvement from 2022-2023 that will inform your plan for 2023-2024?
Both challenges from the prior year will extend into the current year. Given the turnover of school based staff, there will be a heavy emphasis on training and coaching of school staff. At the same time a new data analyst has been hired to replace the retirement of last year. This will result in less productivity this year, as the new staff member learns the complex data structures and business rules of the Division, while mastering a new Business Intelligence tool.

Division Priorities 2022-2026

1. Build on outstanding learning opportunities for all students.
2. Advance actions towards anti-racism and reconciliation.
3. Promote a comprehensive approach to student and staff well-being and mental health.

In reflecting on our work towards continuous improvement as a Division, five reflective questions have been included in the Budget Planning Guide as a resource to help inform goal setting: Goals must align with 2022-2026 Division Priorities. All schools are to set two goals with one being in support of Priority 1. Schools also have the flexibility of setting an optional third goal. All Central DU's are to set two or three goals and indicate the priority area each goal supports.

Division Priority 1

Provide timely and reliable access to student information that will assist schools in recognizing and supporting the diverse learning needs of all students and evaluating and reporting on student growth and learning outcomes in the area of literacy and numeracy.

Specifically:
1. Staff will assist with implementation, validation and support of a new reporting tool to assist schools in easily reviewing student achievement to better inform data-informed decisions.
2. Provide reports upon request for the Division, central units, catchments, and schools on students and their achievement within an agreed upon timeline 17 times out of 20.
3. Identify potential opportunities to leverage technology to streamline the work of school administrators thereby allowing for greater focus on achieving student growth.
4. Develop communication and training plans for school support staff to highlight existing reports or functions in PowerSchool that will assist in greater efficiencies.

What Key Performance Indicators are you using to track continuous improvement?

Implement the application of a new reporting tool to assist in reviewing student achievement for data-informed decisions. Provide reports to partners on student achievement within an agreed upon timeline, 17 of 20 times.Leverage technology to streamline work, allowing for focus on student growth. Develop communication and training for school support staff that will assist in efficiency.

Division Priority 2

Provide support and services to schools and central units that allow them to advance the Division's Anti-racism and Equity Action Plan.

Specifically:
1. Staff will have the opportunity to participate in professional learning that will expand their own personal understanding of the Division's Anti-racism and Equity Action Plan.

2. Staff within the unit will assist in the development, education and consultation of a new Board Policy relative to the school year calendar. This policy will consider days of significance for stakeholders within our community and provide direction on building a calendar that allows more stakeholders to see themselves within our structures.
3. Staff within the unit will work in collaboration with staff from Strategic Division Supports to report on the learnings identified by the collection of Extended Student Demographic Data.

What Key Performance Indicators are you using to track continuous improvement?

Staff will use professional learning to expand their understanding of the Division Anti-racism and Equity Action Plan, work with Strategic Division Supports to report on learnings from the Extended Student Demographic Data and assist in creating a new School Year Calendar Board Policy. The new policy, considering days of significance, allows stakeholders to see themselves within our structures.

Budget Summary Report

	2023-24 Spring Proposed		2023-24 Fall Revised	
Resources		922,103		922,103
Internal Revenue		0		0
REVENUE TOTAL		**922,103**		**922,103**
Teacher	1.000000	136,624	1.000000	136,624
Supply Teacher	.000000	0	.000000	0
TOTAL TEACHER	**1.000000**	**136,624**	**1.000000**	**136,624**
(% of Budget)		**14.82%**		**14.82%**
Exempt	5.000000	595,072	5.000000	595,072
Exempt (Hourly/OT)	.000000	2,869	.000000	2,869
Support	2.000000	171,088	2.000000	171,088
Support (Supply/OT)	.000000	3,000	.000000	3,000
TOTAL NON-TEACHER	**7.000000**	**772,029**	**7.000000**	**772,029**
(% of Budget)		**83.72%**		**83.72%**
TOTAL STAFF	**8.000000**	**908,653**	**8.000000**	**908,653**
(% of Budget)		**98.54%**		**98.54%**
SUPPLIES, EQUIPMENT AND SERVICES		13,450		13,450
INTERNAL SERVICES		0		0
TOTAL SES		**13,450**		**13,450**
(% of Budget)		**1.46%**		**1.46%**
TOTAL AMOUNT BUDGETED		**922,103**		**922,103**
Carry Forward Included		0		0
Carry Forward to Future		0		0