

## Administrative Procedure 100

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# THREE-YEAR EDUCATION PLAN

## Background

Planning and reporting are essential elements of accountability, continuous improvement and effective governance in education. Planning and reporting by school boards and schools throughout Alberta are carried out within the provincial government's Accountability Framework and Alberta Education's Renewed Funding Framework.

Planning and reporting are ongoing cycles that enable continuous improvement and critical reflection by:

- Setting priorities, measuring progress and using results to develop actions to improve education for Division students.
- Aligning Division and provincial goals and priorities.
- Aligning school and Division goals and priorities.
- Incorporating stakeholder input.
- Allocating resources to achieve goals and improve results.
- Communicating with stakeholders about Division and school directions and results.

The Division is required by Alberta Education to prepare an education plan that focuses on student learning over a three-year period. Plans are updated annually so that, as one year is completed and another is added, the plan continues in a three-year time frame.

## Procedures

### 1. System Planning Guidelines

- 1.1 The actions and endeavours of the Division and its schools must be guided by sound planning processes.
- 1.2 The mission and vision of the Division will provide overall direction for system planning.
- 1.3 The planning process will recognize any corporate priorities identified by the Board.
- 1.4 The planning process will provide ample opportunity for input and meaningful involvement by persons from stakeholder groups.
- 1.5 Formal processes for the Division to develop, revise and extend Three-Year Education Plans that identify priorities, desired outcomes, measures, strategies and timelines for task completion will be developed each year.

## 2. Three-Year Education Plan

- 2.1 A Division education plan that meets local needs and fulfils provincial accountability requirements will be developed and implemented.
- 2.2 The Division education plan will be kept current to ensure focused, efficient and effective change and improvements.
- 2.3 The Division education plan will be updated annually with provision for ongoing input into the revision process by schools, School Councils, parents, teachers, students and community stakeholders.
- 2.4 Progress reports on the Division education plan will be presented to the Board as deemed necessary.
- 2.5 The Division education plan will contain the elements required by the province, and other local priorities.
- 2.6 The Superintendent will:
  - 2.6.1 Submit the education plan to the Board for approval at its regular November meeting.
  - 2.6.2 Ensure that the Division Three-Year Education Plan is submitted to Alberta Education in a form and at a time that meets requirements.
  - 2.6.3 Make provision for the distribution of the Three-Year Education Plan and its placement on the Division website.

Reference: Section 18, 52, 53, 55, 67, 69, 70, 222 Education Act  
Government Accountability Act  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Results Reporting  
School Authority Planning and Reporting Reference Guide