

Administrative Procedure 100 - Three-Year Education Plan

Background

Educational planning is essential to ensure all students have equitable opportunities to acquire the knowledge, skills, and attitudes they need to be self-reliant, responsible, caring, and contributing citizens. Planning ensures resources for education are used in the best possible ways to meet students' educational needs.

The Division's Three-Year Education Plan outlines priorities for student learning, guides budget development, and forms the basis for reporting on progress and achievement.

The Three-Year Education Plan focuses on student learning over a three-year period and must align with Alberta Education's Three-Year Business Plan. The Three-Year Education Plan is a "rolling plan" which is updated annually.

Procedures

1. System Planning Guidelines:
 - 1.1. The Division's vision, mission, and belief statements as well as Board principles/priorities provide overall direction for system planning.
 - 1.2. The actions and endeavours of the Division and its schools must be guided by sound planning processes, which provides ample opportunity for input and meaningful involvement by stakeholder groups. Formal processes for the Division to develop, revise, and extend its Three-Year Education Plan that identify priorities, outcomes, measures, targets, strategies, and timelines for task completion will be developed each year.
2. Three-Year Education Plan will:
 - 2.1. Meet local needs and fulfil provincial accountability requirements.
 - 2.2. Be kept current to ensure focused, efficient, and effective change and improvements.
 - 2.3. Be updated annually for submission in May of each year.
 - 2.4. Be improvement focused and identify areas/priorities for development each year.
 - 2.4.1. Include provincially mandated priority areas with strategies and measures.
 - 2.4.2. Include other strategies and measures reflecting local needs.
 - 2.5. Outline the deployment of resources and be consistent with the provincial funding framework.

- 2.6. Be the guiding document used by schools to create school annual education plans.
 3. The Superintendent will:
 - 3.1. Submit the plan to the Board for approval in May each year.
 - 3.2. Ensure the Division combined Three-Year Education Plan/AERR is submitted to Alberta Education in a form and at a time that meets requirements.
 - 3.3. Prepare a community communication outlining the initiatives to be undertaken during the upcoming school year.
 - 3.4. Make provision for distribution of the Three-Year Education Plan and its placement on the Division's website.
 - 3.5. Prepare progress reports including areas of success and areas for improvement on the Division's education plan which will be presented to the Board.
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Reference: Section 18, 33, 51, 52, 53, 55, 66, 67, 222 Education Act
Fiscal Planning and Transparency Act
School Council Regulation
Funding Manual for School Authorities
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide

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