

DIVISION PLANNING AND REPORTING

Background

Planning and reporting in education is an essential part of ensuring that 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 the educational needs of Alberta's young people and reporting through transparent and timely mediums provides assurance of this promise to all stakeholders.

The Division Assurance plan outlines priorities for student learning in the Division, guides budget development, and forms the basis for reporting on progress and achievement of provincial and local priorities.

The Division follows Alberta Education's Assurance process and co-creates a Divisional Assurance plan with its educational partners that aligns with the Alberta Education Business Plan and required success measures. School and department plans are updated annually and serve as dynamic documents that meet the ever changing needs of our school communities in a reflective and responsive manner.

In reporting Division results, the Assurance process provides accountability through the division website reporting mechanism. This accountability is the obligation of the Division to be answerable for the performance and results of one's assigned responsibilities. The Division recognizes its responsibility to keep stakeholders informed about accomplishments and work toward the plan priorities. The Division will keep its school communities and the public informed of the overall results achieved in the Division through the website dashboard reporting.

Procedures

1. System Planning Guidelines

- 1.1 The System Assurance Plan priorities shall be created every 4 years and set the overarching Divisional Priorities, Strategies and Success measures that will guide school and department assurance plans.
- 1.2 The vision, mission, values, beliefs and the guiding principles for decision-making in the Division will provide overall direction for system planning.
- 1.3 The actions and endeavors of the Division must be guided by sound planning processes. The planning process must provide ample opportunity for input and meaningful involvement by persons from all stakeholder groups.
- 1.4 Formal processes for the system to develop, revise and extend its Assurance Plan that identify priorities, outcomes, success measures, strategies will be developed.

2. System Assurance Plan

A Division Assurance plan that meets local needs and fulfills provincial requirements will be developed and implemented.

- 2.1 The plan will be kept current to ensure focused, efficient and effective change and improvements through reflection, survey data, and achievement programs will guide the implementation of strategies.
- 2.2 The Division plan will be updated every 4 years through a community, staff and student engagement process.
- 2.3 The plan will be improvement focused and will identify areas/priorities for improvement.
 - 2.3.1 The plan will include the provincially mandated priority areas with strategies and measures.
 - 2.3.2 The plan will include other strategies and measures in the plan reflecting local needs.
- 2.4 The plan will outline the deployment of resources, priority based budgeting decisions, and staffing consistent with the provincial funding framework.
- 2.5 The Superintendent will:
 - 2.5.1 Submit the Assurance plan to the Board for approval;
 - 2.5.2 Provide the Assurance Plan publicly;
 - 2.5.3 Ensure that the Division Assurance Plan is submitted to Alberta Education in a form and at a time that meets requirements;
 - 2.5.4 Prepare and execute media sharing of the initiatives to be undertaken during the upcoming school year; and
 - 2.5.5 Make provision for distribution of the Assurance Plan and its placement on the Division website.
 - 2.5.6 Report on the success measures for each priority on the Division website and through other means as deemed appropriate to all stakeholders.

3. School and Department Assurance Plans

Every school and department shall prepare an annual assurance plan in the format set by the Division that is explicitly aligned to the priorities, outcomes, success measures and strategies of the Division Assurance Plan.

- 3.1 Planning Guidelines
- 3.2 The plan will be kept current to ensure focused, efficient and effective change and improvements through reflection, survey data, and achievement programs will guide the implementation of strategies.
 - 3.2.1 The plan will be updated annually through a community, staff and student engagement process.

3.2.2 Decisions regarding policies, programs and services, and the allocation of funds are the responsibility of the Principal or Department Leader. Such decisions must be made following consultation with the staff, the School Council, and be consistent with current legislation, collective agreements, Board Policy and Administrative direction. The Principal or Department Leader is accountable for the outcomes of such decisions.

3.3 The Principal or Department Leader will:

3.3.1 Establish a procedure for developing an Assurance Plan by which input is solicited and considered from staff, School Council and students, and other stakeholders where appropriate.

3.3.2 Communicate the content of Assurance Plans and School results on success measures to their school communities.

3.3.3 Make provision for distribution of the Assurance Plan and its placement on the School or department website.

4. Success Measures

4.1 The Division and all schools shall have the same Success Measures as determined by the System Assurance Plan.

4.2 Progress reports on the Divisional success measures will be presented to the Board in accordance with the annual Board Work Plan and as deemed necessary.

4.3 Reflections on success measures shall be provided publicly.

4.4 The Principal will:

4.4.1 establish a procedure for providing reflections on the past year's results by which input is solicited and considered from staff, School Council, students, and other stakeholders where appropriate.

5. Financial Planning

In conjunction with the development of its annual assurance plan, every school and department shall prepare a budget that explicitly supports the Assurance Plan and is aligned to the Division's priorities.

5.1 The primary objective of financial decision-making is to direct the maximum amount of resources to support improving the Division's performance in its priorities.

5.2 Funds will be distributed using a model that provides an equitable allocation to each school and department, taking into consideration student enrolment and other factors. The school allocation model will be developed by Division administration, with input from school administrators, and circulated to all schools. The deployment of resources shall be consistent with the provincial funding framework.

- 5.3 Decisions regarding the allocation of funds are the responsibility of the Principal or Department Leader. The Principal or Department Leader is accountable for the outcomes of such decisions.
- 5.4 The Principal or Department Leader will:
 - 5.4.1 Establish a procedure for developing an Assurance Plan by which input is solicited and considered from staff, School Council and students, and other stakeholders where appropriate.
6. Timelines for the Assurance process will follow a similar example as provided by Appendix A.

Reference: Section 22, 39, 43, 60, 61, 77, 78, 113 School Act
Section 16 Government Accountability Act
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide