



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent, Education Services  
**GOVERNANCE POLICY:** [Policy 225 – Board Responsibility and Conduct](#)  
[Policy 700 – Superintendent of Schools](#)  
**ADDITIONAL REFERENCE:** Assurance Domain – [Governance](#)  
**SUBJECT:** Administrative Procedure 242 – Three Year Education Plan

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**PURPOSE:**

For information.

**BACKGROUND:**

To support the required reporting by Alberta Education, Administration has created a new Administrative Procedure 242 – Three Year Education Plan.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 242 – Three Year Education Plan

## AP242- Three Year Education Plan

### Background

Planning in education is an essential part of ensuring that 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 public education are used in the best possible ways to meet the educational needs of Alberta's young people. The Division plan outlines priorities for student learning in the Division, guides budget development, and forms the basis for reporting on progress and achievement.

The Division is required by Alberta Education to prepare an education plan that aligns with the Alberta Education Three-Year Business Plan and focuses on the priorities for student learning in the Division. The planning and reporting processes used will reflect the guiding principles, domains and enabling processes outlined in Alberta Education's Assurance Framework. 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

#### System Planning Guidelines:

1. The Superintendent shall ensure that a generative process exists to develop a division plan that attends to local needs and fulfills provincial accountability requirements.
2. The mission, vision, values, beliefs, and the guiding principles for decision making in the Division shall provide overall direction for system planning.
3. The actions and endeavors of the Division and its schools must be guided by sound planning processes. The planning process must provide ample opportunity for input and meaningful involvement by persons from stakeholder groups. Formal processes for the system 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.

#### Three-Year Education Plan

1. A Division Plan that meets local needs and fulfills provincial accountability requirements will be developed and implemented.

2. The Division's plan will be updated annually with provision for ongoing input into the revision process by schools, school councils, parents, teachers, students and community stakeholders.
3. The Division's plan will include the provincially mandated priority areas with strategies and measures.
4. The Division's plan may include other strategies and measures in the plan reflecting local needs.
5. The Division's plan will outline the deployment of fiscal resources and be consistent with the provincial funding framework.

The Superintendent will:

1. Present the draft Three-Year Education Plan for Board approval by May 31 of the school year.
2. Ensure that the Board approved Division Education Plan is submitted to Alberta Education in a form and at a time that meets requirements.
3. Ensure that the Board approved Education Plan is publicly available on the Division website.

Review of the Three-Year Education Plan:

1. Progress reports including areas of success and areas for improvement on the Division plan will be presented in accordance with the annual Board Work Plan and as deemed necessary.

**Reference:**

Education Act: Section 33

Guide to Education: Requirements for School Authority Planning and Results Reporting

Alberta Education Business Plan