

## **JURISDICTIONAL PLANNING & REPORTING**

### **Background**

The primary purpose of accountability in education is to support the broad goals of education and the diverse learning needs of children and youth. Accountability in education enhances the capacity of education partners to fulfill their respective roles and responsibilities and leads to sustained improvement of the system. The Livingstone Range School Division's Accountability Framework is operationalized in the jurisdiction's three-year planning and reporting cycle.

### **Procedures**

1. System Planning Guidelines

- a) The vision and mission of the jurisdiction will provide overall direction for system planning.
- b) The planning process will recognize any priorities identified by the Board.
- c) Information and data will be gathered in a variety of ways from all relevant sources including students, parents and staff. It will include objective, observable and self-assessment data for the purposes of the triangulation of data.
- d) Sound education research and practice will guide planning.
- e) Every third year, the jurisdiction will complete a systematic review of stakeholders to establish the Board's strategic priorities to begin the jurisdictions' three year planning cycle.
- f) Annually, the jurisdiction will complete a self-assessment to revise and update the Three-Year Education Plan.

2. Jurisdiction Three-Year Education Plan

A jurisdictional education plan that meets local needs and fulfils jurisdictional, provincial and accountability requirements shall be developed, updated and implemented utilizing the following guidelines:

- a) The jurisdiction education plan shall be kept current to ensure focused, efficient change and improvements.
- b) The jurisdiction education plan shall be updated annually with provision for ongoing input into the revision process by schools, school councils, parents, teachers, students and community stakeholders.
- c) Progress reports on the jurisdiction education plan will be presented to the Board as deemed necessary.
- d) The jurisdiction education plan shall contain the elements required by the province and other local priorities, and shall include the accompanying budget.
- e) The Superintendent shall:

- i) Submit the education plan to the Board of Trustees for approval at the regular November Board Meeting;
- ii) Ensure that the Jurisdiction Three-Year Plan is submitted to Alberta Education in a form and at a time that meets requirements;
- iii) Prepare a news release advertising the goal initiatives to be undertaken during the upcoming school year; and
- iv) Make provision for distribution of the Jurisdiction Three-Year Plan on the jurisdiction website.

### 3. Jurisdiction Results Report

An Annual Education Results Report shall be produced to provide information to the public on progress towards achieving the goals and outcomes identified in the Jurisdiction Education Plan utilizing the following guidelines:

- a) The Annual Education Results Report shall contain the results on mandatory and optional measures gathered through the year from such activities as ongoing reviews, evaluations, surveys, planning sessions and focus group discussions.
- b) The Annual Education Results Report shall be a foundation document in developing the jurisdiction Three-Year Education Plan and identifying strategies for effecting improvements.
- c) The format for reporting mandatory measures shall meet with requirements specified by Alberta Education.
- d) The format for reporting optional measures and additional information shall be as per Jurisdiction guidelines.
- e) The Superintendent shall:
  - i) Ensure that an annual Education Results Report is prepared for approval by the Board of Trustees at the regular November Board Meeting;
  - ii) Ensure the Annual Education Results Report is submitted to Alberta Education in a form and at a time that meets requirements.
- f) The Annual Education Results Report shall be made available to the public via electronic means (webpage, social media, etc.).

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#### References:

Education Act, Section 33, 52, 53, 55, 66, 67, 69,222.  
School Authority Accountability Policy 2.1.1  
Accountability in Education – Policy Framework, June 1995  
Rewritten July 2010 - Combines Admin Procedures 100 & 102 dated December 2003  
Updates: October 2017, January 2020, February 2020.