

Procedures 3.04

Category: Charter School Operations

Education Planning and Reporting

BACKGROUND

Government's *Three-Year Business Plan* provides direction for the future of education in Alberta. Good planning gives focus to the charter school's "raison d'être" and unity of purpose to the stakeholders. Good planning also enables the setting of priorities, the development of plans to achieve the goals set out in the charter, and the addressing of issues. Regular reviews of the school's plans, not only from the point of view of the achieved results but also, and most importantly, of the not achieved results, keep everyone on course towards the charter school's goals and maximizes the achievement of those goals. More importantly, regular reviews of the school's plans support the sustained achievement of those goals, the end result of which is the creation and achievement of an environment within which the student can pursue personal and academic goals. Planning ensures that future growth and improvement take place in a manner that is responsible and accountable to the community, and that resources are used in the best possible ways to meet the educational needs of the students. Thus, planning also guides budget development.

The CAPE Charter Board believes in accountability, in its obligation to be answerable for the performance and results of one's assigned responsibilities, and recognizes its responsibility to keep stakeholders informed about accomplishments, challenges, and its work towards meeting its charter goals. The Charter School Board's Combined Annual Education Results Report (AERR) and Three Year Plan for Education report CAPE's successes and/or difficulties in implementing its educational program and/or attaining its charter goals, and lays out the plans for continued pursuit of excellence.

The CAPE Charter Board entrusts the Superintendent with the development of its Combined Annual Education Results Report (AERR) and Three Year Plan for Education according to the guidelines set out by Alberta Education.

PROCEDURE:

1. The Superintendent will collect data in support of the AERR via the school-based administration team.
2. Data collected will include Accountability Pillar results, annual school satisfaction surveys, as well as formative and summative data such as CAT-4, CCAT, year-end exam marks, second language final results, technology

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- integration scores, student engagement, community and parental involvement, and other relevant information.
3. The Superintendent will engage in analyses of the data.
 4. The Superintendent and the school-based administration will:
 - 4.1 review the data to determine levels of achievement of the goals and outcomes defined in the Education Plans;
 - 4.2 review the effectiveness of the measures as indicators of achievement of those goals and outcomes;
 - 4.3 engage in a systematic review of the data in relation to the school's integration and individualization programs;
 - 4.4 identify achieved goals and outcomes;
 - 4.5 identify areas that require improvement;
 - 4.6 engage in research to identify possible strategies to address the identified needs;
 - 4.7 develop plans for implementation of those strategies;
 - 4.8 develop appropriate measures to quantitate the effectiveness of the strategies.
 5. The Superintendent will develop the draft Combined Annual Education Results Report (AERR) and Three Year Plan for Education.
 6. The Superintendent will share the draft Combined Annual Education Results Report (AERR) and Three Year Plan for Education with the CAPE stakeholders, school-based administration, teachers, School Council, and randomly selected parents and community members and engage these stakeholders in open and constructive discussions.
 7. The Superintendent and the school-based administration will review the input of stakeholders.
 8. The Superintendent will develop a second draft of the Combined Annual Education Results Report (AERR) and Three Year Plan for Education for Board review.
 9. The Superintendent will also develop a two (2) page synopsis of the Combined Annual Education Results Report (AERR) and Three Year Plan for Education.
 10. The Superintendent will present the final Combined Annual Education Results Report (AERR) and Three Year Plan for Education as well as the synopsis to the CAPE Charter Board for final review and approval.

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11. The Superintendent will submit the approved Combined Annual Education Results Report (AERR) and Three Year Plan for Education and synopsis to Alberta Education.
12. The Superintendent will post, or cause to be posted, the documents on its website, and share its results with the school community, and local and provincial stakeholders.

References:

CAPE Policy 3.04

CAPE charter

Guide to Education

Alberta Education, Accountability in Education – Policy Framework

Alberta Education, Guide to Education Planning and Results Reporting

Adopted: October 30, 2013

Motion: #2013-10-30-15