



AP 3.04

Category: Charter School Operations

Education Planning and Reporting

BACKGROUND & RATIONALE

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 Annual Education Results Report (AERR) reports CAPE's successes and/or difficulties in implementing its educational program and/or attaining its charter goals, and Three Year Plan lays out the plan for continued pursuit of excellence.

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

DEFINITIONS

1. **Stakeholder** - a party that has an interest in a company and can either affect or be affected by the organization.
2. **Educational program** - a program written by the institution which determines the learning progress of each subject in all the stages of formal education.

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

AP 3.04

Category: Charter School Operations

3. **Community** - the people with common interests living in a particular area.
4. **School community** - a set of partnerships between the school and other community resources focusing on academics, health and social services, youth and community development and community engagement and leading to improved student learning, stronger families and healthier communities.
5. **Assurance** - full confidence or trust; demonstrating to stakeholders and the public that the education system is meeting the needs of students.

PROCEDURE

6. The Superintendent will collect data in support of the AERR via the school-based administration team.
7. Data collected will include Alberta Education Assurance Survey results, annual school satisfaction surveys, formative and summative data, focus groups and classroom visits. The Superintendent will engage in analyses of the data.
8. The Superintendent and the school-based administration will:
 - 8.1 review the data to determine levels of achievement of the goals and outcomes defined in the Education Plan;
 - 8.2 review the effectiveness of the measures as indicators of achievement of those goals and outcomes;
 - 8.3 engage in a systematic review of the data in relation to the school's integration and individualization programs;
 - 8.4 identify achieved goals and outcomes;
 - 8.5 identify areas that require improvement;
 - 8.6 engage in research to identify possible strategies to address the identified needs;
 - 8.7 develop plans for implementation of those strategies;
 - 8.8 develop appropriate measures to quantitate the effectiveness of the strategies.
9. The Superintendent will develop the draft Annual Education Results Report (AERR).
10. The Superintendent will share the draft Annual Education Results Report (AERR) with CAPE stakeholders, school-based administration, teachers, School Council, and randomly selected parents and community members and engage these stakeholders in open and constructive discussions.
11. The Superintendent and the school-based administration will review the input of stakeholders.

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

AP 3.04

Category: Charter School Operations

12. The Superintendent will develop a second draft of the Combined Annual Education Results Report (AERR) for Board review.
13. The Superintendent will present the final Annual Education Results Report (AERR) to the CAPE Charter Board for final review and approval.
14. The Superintendent will submit the approved Annual Education Results Report (AERR) to Alberta Education.
15. The Superintendent will post, or cause to be posted, the document on the CAPE website, and share its results with the school community, and local and provincial stakeholders.
16. The Superintendent will develop the draft CAPE Education Plan from Annual Education Results Report data, informal and formal conversations with administrators, focus groups and classroom visits. The Superintendent will engage in analyses of the data.
17. The Education Plan will include provincial and charter school goals, measured, outcomes.
18. The Superintendent will share the draft Education Plan with CAPE stakeholders, school-based administration, teachers, School Council, and randomly selected parents and community members and engage these stakeholders in open and constructive discussions.
19. The Superintendent and the school-based administration will review the input of stakeholders.
20. The Superintendent will develop a second draft of the Education Plan for Board review.
21. The Superintendent will present the final Education Plan to the CAPE Charter Board for final review and approval.
22. The Superintendent will submit the approved Education Plan to Alberta Education.
23. The Superintendent will post, or cause to be posted, the document on the CAPE website, and share its results with the school community, and local and provincial stakeholders.

References:

CAPE Policy 3.03

CAPE charter

Guide to Education

Alberta Education Assurance Framework

Revised: August 2022