

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 100
PROCEDURE:	STRATEGIC PLAN		

BACKGROUND

The Division prepares its strategic plan as a critical component of its Continuous Improvement Plan. It focuses on student learning over a three-year period and the results achieved each year inform the public about the performance of the Division and provide information upon which to base future planning and continuous improvement.

PROCEDURES

1. System Planning Guidelines
 - 1.1 The mission, vision, values and goals of the Division will provide strategic direction for system planning.
 - 1.2 The planning process will recognize any priorities identified by the province and the Board.
 - 1.3 The actions 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 of the Division's stakeholder groups. The Division will develop "Formal" processes for the system and its schools to create, revise, and extend the strategic plan and identify priorities, courses of action, timelines, strategies, outcomes and measures of success.
2. Strategic Plan - A strategic plan that meets local needs and fulfils accountability requirements shall be developed and implemented.
 - 2.1 The strategic plan shall be kept current to ensure focused, efficient and effective change and improvements.
 - 2.2 The strategic plan shall be updated annually as part of the Continuous Improvement Plan and provisions will be made to gain the input into the revision process from administrators, School Community Councils, parents, teachers, students and community stakeholders.
 - 2.3 Progress reports on the strategic plan will be presented to the Board as scheduled in the Board's Annual Agenda or as deemed appropriate by the Director.
 - 2.4 The Director shall:
 - 2.4.1 Submit the Continuous Improvement Plan to the Board for annual approval;

- 2.4.2 Prepare a news release in fall highlighting the priorities to be addressed during the upcoming school year; and
- 2.4.3 Make provisions for the distribution and communication of the Strategic Plan to the various stakeholder groups of the Division and ensure the plan is made available on the Division website.

Reference: Sections 85, 87, 108, 109 Education Act

Date Issued: November 21, 2007