



AP 1-104 – ADMINISTRATIVE PLAN

BACKGROUND

Planning in education is an essential part of ensuring that all 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 education are used in the best possible ways to meet the educational needs of Manitoba'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.

Plans are updated annually so that, as one year is completed and another is added, the plan continues.

PROCEDURES

1. An Administrative Plan that meets local needs and fulfills provincial accountability requirements shall be developed and implemented.
 - 1.1. The Administrative Plan shall be kept current to ensure focused, efficient and effective change and improvements.
 - 1.2. The Administrative Plan shall be updated annually with provision for ongoing input into the revision process by schools, school councils, parents, teachers, students, and community stakeholder.
 - 1.3. Progress reports on the Administrative Plan will be presented to the Board as deemed necessary.
 - 1.4. The Administrative Plan shall contain the elements required by the province, and other local priorities.
 - 1.5. The Administrative Plan shall be consistent with the provincial funding framework.
 - 1.6. The Superintendent shall:
 - 1.6.1. Submit the Plan to the Board on a quarterly basis;
 - 1.6.2. Ensure that the Administrative Plan is submitted to Manitoba Education in a form and at a time that meets requirements;
 - 1.6.3. Prepare a news release advertising the goal initiatives to be undertaken during the upcoming school year; and
 - 1.6.4. Make provision for distribution of the Plan.

Reference:

Funding of Schools Document – Manitoba Education
Supporting Inclusive Schools: School-Based Planning and Reporting – Manitoba Education
Kindergarten to Senior 4 Education Agenda for Student Success – MECY (2004)

Adopted: August 2009