

EDMONTON PUBLIC SCHOOLS

February 14, 2006

TO: Board of Trustees

FROM: E. Schmidt, Acting Superintendent

SUBJECT: AISI Consultation Process

ORIGINATOR: T. Parker, Executive Director

RESOURCE

STAFF: Donna Barrett, Bob Holt, Corinne McCabe, Ron MacNeil,
Betty Tams, Corrie Ziegler

INFORMATION

The administration ensures that the work of all staff in the district is aligned to the Board governed priorities and that initiatives the district undertakes provide the appropriate support to fulfill these priorities. One such initiative is the Alberta Initiative for School Improvement (AISI) Project. AISI was developed to provide school jurisdictions the opportunity to explore innovative, new strategies and processes to improve student achievement.

Consultation Development

Our current two AISI projects – Full-Day Kindergarten and Supporting Teaching and Learning, involved all schools and central units in our district. The district-wide participation in the Supporting Teaching and Learning project allowed a single framework to unify the work between schools, within central and between schools and central. The current three-year AISI cycle will be completed at the end of the 2006 school year. Although details pertaining to the next 3-year AISI cycle (2006-2009) have not yet been received from Alberta Education, a consultation process has been developed to receive input from school and central staff regarding content and process for the next AISI project.

Process for Consultation

On February 1, 2006, principals from Superintendent's Council and principal committees shared the consultation plan which included a timeline, district criteria and background information about our current project with principals in support teams (Appendix I). In conjunction with an overview of the process, principals were asked to review the document "Framework for Involvement in Site-based Decision Making". This document outlines the importance of providing opportunity for input, as well as guidelines for involving staff and parents in decisions. Principals were encouraged to use the document to determine processes to maximize the opportunities for meaningful input. Central staff will also receive similar opportunities for input through the work with units, supervisors,

directors and executive directors. Guiding the consultation process for both central and schools was the following question: “As a district, what is needed to ensure that all students reach their potential and increased numbers of our “at-risk” students achieve at grade level and successfully complete high school?” It is believed that this question captures the work that needs to be undertaken to achieve superb results from all students.

Next Steps

Following this consultation process, input will be reviewed and analyzed. A district set of AISI plans will be submitted to Alberta Education for approval. The Board will be kept informed throughout this process.

Conclusion

“All staff want to be involved in decisions that affect them and their job”. (Framework for Involvement in Site-Based Decision Making; collaborative document between Edmonton Public Local of the ATA and Edmonton Public Schools, May 2000) The AISI consultation process has been developed to provide those who will be impacted by the AISI project opportunities for input. The strength and success of AISI, has been the ability for individual schools and departments to reflect their individual context within a unifying framework. Encouraging the input into our next AISI cycle will ensure a responsive project that will assist all schools and departments in finding ways to achieve superb results from *all* students.

ES:ljb

Appendix I – Superintendent’s Council Report “AISI Consultation Process”

EDMONTON PUBLIC SCHOOLS

DATE: January 25, 2006 (Revised January 27, 2006)

TO: Superintendent's Council

FROM: T. Parker, Executive Director

SUBJECT: AISI Consultation Process*

RESOURCE

STAFF: Donna Barrett, Bob Holt, Corinne McCabe, Ron MacNeil, Betty Tams

This document is provided to Superintendent's Council and Student Achievement/Consulting Services Principal Committees for:

- √ Information
- √ Sharing with Support Teams

Background

The Alberta Initiative for School Improvement (AISI) allows school jurisdictions the opportunity to explore innovative ways to improve student achievement. The consultation process is to gather input from staff and stakeholders regarding a district wide Cycle Three AISI project for 2006 -2009.

Although the District has not yet received the expectations for Cycle Three AISI projects from Alberta Education, in order to meet our School and Central Plan timeline, input must be gathered and a preliminary plan in place for April 2006. The input gathered through this process will be the foundation for the creation of our 2006 - 2009 District's AISI proposal.

This document contains the proposed process for consultation, district criteria for the AISI project timeline and a guiding question that could be used when gathering input. Information from Alberta Education has indicated the full-day Kindergarten will not be an option for a Cycle Three AISI and other areas are being investigated to sustain full-day Kindergarten.

*Revisions to this document were made following input from Superintendent's Council and Student Achievement/Consulting Services Principal Committee

Timeline

January 12	AISI Consultation Process (ACP) to be reviewed by Senior Administration
January 18	TAG input using a separate process
January 25	ACP to be reviewed at Superintendent Council and Principal Committee
February 1	Revised ACP presented to Support Teams and Central Leaders. Schools and central have until March 15 to gather information from staff and where applicable, parent groups
March 15	Principals to share key ideas from school consultations at Support Teams
March 24	Principals from Student Achievement Principal Committee and from Superintendent's Council share key ideas from Support Team meetings
April 7	Deadline for schools to submit input of school level consultation to the Superintendent

Process for Consultation

The consultation process will use the following existing communication structures within the district, SELT, Superintendent's Council, Support Groups and TAG.

- **Consultation with Principals, Teachers, Non-Teaching Staff, Parents and Community**

The principals on Superintendent's Council and principals from the Student Achievement Principal Committee will share the consultation process with principals at their support groups following February SELT. The purpose of this sharing is to:

- Outline the process to all principals
- Answer clarifying questions related to the consultation process or AISI in general
- Link the "Framework for Involvement in Site-based Decision Making" document and its principles to the AISI consultation process

It is expected that principals will choose appropriate strategies and processes to gain feedback regarding the next AISI cycle from teaching and non teaching staff as well as their parent and where possible non-parent community. The Guiding Question provided should serve as a starting point for this input. Principals will be asked to discuss school generated ideas for AISI at their March 15 Support Team Meeting to be then shared back to Superintendent's Council and Senior Administration. Individual school input will be submitted to the Superintendent no later than April 7.

- **Consultation with Central Units**

Executive directors will be sharing the consultation plan with the directors and supervisors that report directly to them. Unit leaders will then determine the most effective process for gathering information from their staff and sharing it back to their executive director by March 15.

- **Sharing information about the consultation process with ATA Liaison**

The consultation process will be shared with ATA Liaison Committee at the end of February. At this time the committee will receive information about the process being used to gather information regarding our Cycle Three AISI project.

Criteria for AISI Cycle Three

Much has been learned from our work in AISI over the past six years. Following is a list of expectations that has been generated by Senior Administration related to the 2006-2007 AISI project.

Expectations:

1. There will a component of mandatory District-wide sessions.
2. A process for inter/intra school and central department visitations will continue as a way to ensure change in practice and encourage collaboration between schools.
3. Schools and central will have accountability for the resources allocated and results achieved through the AISI projects.
4. The organization of the AISI project will be designed to support the modified Framework for Supporting Teaching and Learning and Central Expectations.

District Criteria for Schools and Central and Links to District Priorities

1. The project will address the need for enhanced student achievement of all students including our 'at-risk' students currently not performing at grade level. (Priority 1: To improve achievement)

Guiding Question: As a district, what is needed to ensure that all students reach their potential and increased numbers of our "at-risk" students achieve at grade level and successfully complete high school?

2. Project will acknowledge that all staff have areas of strength and areas in which they need to grow. (Priority 2: To ensure high quality teaching and learning)

The staff development will be differentiated and honor the skill levels of individuals and/or groups of individuals and will provide opportunities for continued growth.

3. Building of Relationships

The project will provide for the building of relationships between and among staff in support of improving the well-being of staff. As well, assisting leaders in providing support to all staff throughout this change process will be provided. (Priority 3: To achieve high standards of citizenship, conduct, safety and well being of students and staff)

4. Develop full participation of all staff members.

Staff will have increased input into the work at their schools or departments and, all staff will be able to articulate why and how they are moving as a group toward superb results. The impact of the work must be evidenced in every classroom and in every department. (Priority 2: To ensure high quality teaching and learning)

5. Accountability for change in practice.

The project will have self, peer, supervisory and public accountability built into the work of individual schools and departments. (Priority 2)

6. Reflects shared values and beliefs of the district and supports "Superb results from *all* students" (Priority 1)

ES:ljb