

EDMONTON PUBLIC SCHOOLS

September 12, 2006

TO: Board of Trustees

FROM: L. Thomson, Superintendent of Schools

SUBJECT: Process and Timeline of the 2005-2006 Results Review

ORIGINATOR: C. McCabe, Executive Director

RESOURCE

STAFF: Jamie Pallett

RECOMMENDATION

That the process and timeline for review of 2005-2006 results, as outlined in Appendix I, be approved.

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In September of each school year, the board approves the process and timelines for review of the previous year's results. Appendix I provides a description of the recommended process and timelines for reviewing the 2005-2006 results. The requirements for this process are outlined in Appendix II.

The format for results review meetings will be similar to previous years:

- a. Welcome and introductions by the hosting principal.
- b. The trustee chair will outline the process for the meeting. (3 min.)
- c. Each principal will present in turn and begin by introducing any staff, students, or parents in attendance.
- d. The principal will then highlight (5 minutes) results with particular reference to: Student Achievement; Student, Parent & Community Attitudes; Implications for Revised 2005-2006 Plans
- e. After each presentation there will be opportunity for questions from trustees. (5 minutes)
Although principals will not involve parents, students, or staff in the presentation, there will be opportunity for anyone present at the meeting to ask questions or comment on each school's results.
- f. Other (15 minutes) - other questions or items for discussion identified by trustees, principals, or others present at the meeting.
- g. Closing - the trustee chair will close the meeting.

The meeting will not exceed one and one-half hours for groups of four schools and two hours for groups of more than four schools.

Minutes of the meetings will be kept, including a record of questions and responses. The minutes will be made available to all trustees.

Appendix III identifies the proposed groupings for trustee subcommittee and superintendent review of 2005-2006 results. The groupings are the same as for the 2006-2007 plan review undertaken in May 2006. Trustees will review all schools in their ward, as well as a sampling of schools from all other wards over the three-year term.

JRP:bly

Appendix I - Process and Timeline

Appendix II - Requirements

Appendix III - School Groups for 2005-2006 Results Review

PROCESS AND TIMELINE

Fall/Results Review Timeline	Process
September 13, 2006	<ul style="list-style-type: none"> Staff are advised of Results Review requirements and timelines.
October 2006	<ul style="list-style-type: none"> Schools will invite the chairperson of the school council and other interested parents to attend the subcommittee review. School council members and business key communicators will be invited to the review of central department results. The agenda for central department meetings will include an overview by the executive director, followed by decision unit administrator presentations.
Week of October 10 to 13, 2006	<ul style="list-style-type: none"> Schools receive 2006-2007 allocation based on September 30th enrolment. Central departments receive 2006-2007 allocations.
October 20, 2006	<ul style="list-style-type: none"> Results Review documentation from schools is due to superintendent. Results Review documentation from central departments is due to executive director.
October 27, 2006	<ul style="list-style-type: none"> Financial specifications due. 2006-2007 AISI plans due.
October 27, 2006	<ul style="list-style-type: none"> Copies of 2005-2006 Results Review documentation will be made for individual trustees for the schools to be reviewed by that trustee.
November 3, 2006	<ul style="list-style-type: none"> Copies of 2005-2006 Results Review documentation will be made for individual trustees for the central decision units to be reviewed by that trustee.
November 9, 2006	<ul style="list-style-type: none"> Each central department presents its results at a public meeting to designated trustees.
November 1 to 17, 2006	<ul style="list-style-type: none"> Each group of principals presents its results at a public meeting to designated trustees and to the superintendent. The meetings will be scheduled by the superintendent's office. A designated principal in each review group will determine the place of the meeting subject to the requirement that groups meet within the ward. Superintendent review meetings and reviews of central departments will be at the Centre for Education. The format of the school review meetings will be as follows: <ol style="list-style-type: none"> The meeting will not exceed one and one-half hours for groups of four schools and two hours for groups of more than four schools. The agenda will include:

Fall/Results Review Timeline	Process
	<ul style="list-style-type: none"> i. Welcome and introductions by the hosting principal. ii. The trustee chair will outline the process for the meeting. (3 min.) iii. Each principal will present in turn and begin by introducing any staff, students, or parents in attendance. iv. The principal will then highlight (5 minutes) results with particular reference to: <ul style="list-style-type: none"> - Student Achievement - Student, Parent & Community Attitudes - Implications for 2005-2006 Plans v. After each presentation there will be opportunity for questions from trustees. (5 minutes) Although principals will not involve parents, students, or staff in the presentation, there will be opportunity for anyone present at the meeting to ask questions or comment on each school's results. vi. <u>Other</u> (15 minutes) - other questions or items for discussion identified by trustees, principals, or others present at the meeting. vii. Closing - the trustee chair will close the meeting. c) Minutes of the meetings will be kept, including a record of questions and responses. The minutes will be made available to all trustees.
By November 17, 2006	<ul style="list-style-type: none"> • All schools will communicate their results to their community. Where this is done through a community meeting, schools will advise the board office of the time and place. This information will be provided to trustees.
November 21, 2006	<ul style="list-style-type: none"> • Trustees will have an opportunity to comment on results review meetings attended at a public board meeting.
December 1, 2006	<ul style="list-style-type: none"> • Results review documentation will be provided to the trustee reading room and Edmonton Public Libraries.

REQUIREMENTS

Requirements for the Results Review and Three-Year Planning Process

- Trustees, staff, parents, students, and the community will be satisfied with their opportunity to review the results of all schools and central departments, to be involved in the three-year planning process, and to obtain additional information as required.
- The board will approve the district three-year plan, annual amendments, and the annual operating budget and will be informed of district level results achieved.
- The district three-year education plan and budget are approved by the board preceding implementation.
- By November 17 of each school year, the board will be informed of the district's previous year's achievement results.
- Plans are developed and results reported in accordance with the district mission and priorities which are in alignment with the provincial requirements.
- Processes implemented for the reporting and review of results, and the development, review, approval, and amendment of plans and budgets are accepted and supported by the board, staff, parents, and the community.
- The format for reporting results and three-year plans is consistent among schools and among decision units.
- The authority to propose and amend plans, and to expend funds is in accordance with responsibility for results.
- The budget accurately reflects the anticipated costs of meeting the identified educational requirements of students, is developed in accordance with government requirements and generally accepted accounting procedures, and includes specific identification of surpluses and deficits, amortized purchases, school generated funds, and internal and external revenues.
- The basis for the allocation of resources is equitable and is so perceived.
- Trustees are provided with the opportunity to identify initiatives to be included in school or central department planning.

References:

Edmonton Public Schools Board Policies and Regulations, AFA.AR, Results Review
Alberta Education, Guide for Education Planning and Results Reporting 2006-2009

School Groups for 2005-2006 Results Review Trustee Review

Review by Ward Trustee and Trustees from Other Wards

W A R D A	Trustee Bev Esslinger Trustee Don Fleming	Trustee Bev Esslinger Trustee Gerry Gibeault
	Athlone Baturyn Calder <u>Dickinsfield</u>	Lauderdale Lorelei Mary Butterworth <u>McArthur</u>
	Dunluce <u>Evansdale</u> Glengarry Killarney	Mee-Yah-Noh Northmount Rosslyn <u>Scott Robertson</u>
W A R D B	Trustee Wendy Keiver Trustee Bev Esslinger	Trustee Wendy Keiver Trustee George Nicholson
	Balwin <u>Bannerman</u> Belmont Belvedere	Kildare Kirkness <u>M.E. LaZerte</u>
	<u>Homesteader</u> J.A. Fife John D. Bracco McLeod	<u>Princeton</u> Steele Heights York

The principal of the school underlined in the trustee subcommittee groupings is asked to be responsible for identifying to the board office the location of the meeting, to act as host of the meeting, and arrange for the taking of minutes. Please e-mail the location of the meeting to Manon Fraser. Dates and times will then be set by the board office and communicated as soon as possible. Further instructions will be provided to the host schools closer to the plan review dates.

Review by Ward Trustee and Trustees from Other Wards

W A R D C	Trustee Don Williams Trustee Wendy Keiver	Trustee Don Williams Trustee David Colburn
	Afton Britannia Dovercourt <u>Glendale</u> Grovenor	Meadowlark Christian Parkview <u>Prince Charles</u> Ross Sheppard Sherwood
	High Park <u>James Gibbons</u> Jasper Place Mayfield	Westglen Westlawn Woodcroft Youngstown
W A R D D	Trustee David Colburn Trustee Ken Gibson	Trustee David Colburn Trustee Gerry Gibeault
	<u>Amiskwaciy Academy</u> Eastglen Riverdale	Delton Eastwood <u>John A. McDougall</u> Norwood McCauley Parkdale Spruce Avenue
	Mount Royal RJ Scott/Lawton Rundle <u>Victoria</u>	

<p align="center">Review by Ward Trustee and Trustees from Other Wards</p>

W A R D E	Trustee Ken Gibson Trustee Don Fleming	Trustee Ken Gibson Trustee Svend Hansen
	Belmead Callingwood <u>Elmwood</u> Stratford	Hillcrest Lynnwood <u>Michael A. Kostek</u> Ormsby
		LaPerle Rio Terrace <u>Talmud Torah</u> Thorncliffe
W A R D F	Trustee Don Fleming Trustee Don Williams	Trustee Don Fleming Trustee Ken Gibson
	Allendale <u>Avalon</u> McKee	Alberta School for the Deaf/ Tevie Miller Lansdowne Lendrum <u>L.Y. Cairns</u>
	Centre High <u>Garneau</u> Grandview Heights Mount Pleasant	Old Scona Parkallen Queen Alexandra <u>Windsor Park</u>

<p align="center">Review by Ward Trustee and Trustees from Other Wards</p>

W A R D G	Trustee Svend Hansen Trustee George Nicholson	Trustee Svend Hansen Trustee Wendy Keiver
	Argyll Avonmore Capilano Forest Heights	Donnan/L'Academie Vimy Ridge Hazeldean Ottewell Rutherford <u>W.P. Wagner</u>
	Escuela Mill Creek/Ritchie Fulton Place Gold Bar <u>McNally</u>	
W A R D H	Trustee George Nicholson Trustee Svend Hansen	Trustee George Nicholson Trustee Bev Esslinger
	Brander Gardens Earl Buxton <u>Harry Ainlay</u>	Steinhauer Sweet Grass <u>Westbrook</u>
	Brookside Keheewin <u>Rideau Park</u> Riverbend	

<p align="center">Review by Ward Trustee and Trustees from Other Wards</p>

W A R D I	Trustee Gerry Gibeault Trustee Don Williams	Trustee Gerry Gibeault Trustee David Colburn
	Bisset Daly Grove <u>Dan Knott</u> Grace Martin Minchau	Malcolm Tweddle <u>Meyokumin</u> Millwoods Christian Weinlos
	<u>Edith Rogers</u> Greenview Hillview Kate Chegwin	Crawford Plains <u>Pollard Meadows</u> Satoo T.D. Baker

School Groups for 2005-2006 Results Review Superintendent's Review

Review by Superintendent

Brightview
 Ellerslie Campus
 Julia Kiniski
 Jackson Heights
 Kensington
 Laurier Heights
 McKernan

Edmonton Christian
 Patricia Heights
 Tipaskan
 Virginia Park
 Westminster
 Westmount

Caernarvon
 Beacon Heights
 George P. Nicholson
 Lymburn
 Meyonohk
 Montrose
 Coronation

Review by Superintendent

Major General Griesbach
 Newton
 Overlanders
 Richard Secord
 S. Bruce Smith
 Sakaw

Institutional Services
 Yellowhead
 Kennedale
 Outreach Programs
 Capital Health
 Glenrose
 Woodside

Centennial
 D.S. MacKenzie
 Kenilworth
 Academy at King Edward
 King Edward
 J. Percy Page
 Highlands

**Review by
Superintendent**

Clara Tyner
Ekota
Kameyosek
Belgravia
Inglewood
Menisa
Strathcona
Waverley

Abbott
Holyrood
Delwood
Duggan
George H. Luck
John Barnett
Londonderry

Malmo
Queen Elizabeth
Sifton
Glenora
Lago Lindo
Oliver
Velma E. Baker

**Review by
Superintendent**

Crestwood
Aldergrove
Braemar
Fraser
Hardisty
Horse Hill

Winterburn
Greenfield
Lee Ridge
Meadowlark
Vernon Barford