

EDMONTON PUBLIC SCHOOLS

September 14, 2004

TO: Board of Trustees
FROM: A. McBeath, Superintendent of Schools
SUBJECT: Process for Results Review and Three-Year Planning
ORIGINATOR: A. Habinski, Executive Director, School and District Services
RESOURCE
STAFF: Jamie Pallett

RECOMMENDATION

That the process and timeline for review of 2003-2004 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. The requirements for this process are outlined in Appendix II.

The recommended process and timelines for the 2003-2004 Results will be similar to previous years with two exceptions:

1. Schools will be required to report on targets which support district achievement goals (SMARTE targets) under Priority #1.
2. The setting of the 2004-2005 targets will be postponed. These targets will be set following the results review, using a new template that is aligned with reporting requirements of the Alberta Learning accountability pillar.

A report will be brought to board in January, 2005 with the recommended process and timeline for the next three year planning cycle, 2005 to 2008.

Appendix III identifies the proposed groupings for trustee subcommittee and superintendent review of 2003-2004 results. The groupings are the same as for the 2004-2005 plan review undertaken in May, 2004. Trustees will review all schools in their ward, as well as a sampling of schools from all other wards over the three-year term.

JP:bly

APPENDIX I - Process and Timeline
APPENDIX II - Requirements
APPENDIX III - School Groups for 2003-2004 Results Review

PROCESS AND TIMELINE

Fall/Results Review Timeline	Process
September 15, 2004	<ul style="list-style-type: none"> • Staff are advised of documentation format, results, requirements and timelines.
October 2004	<ul style="list-style-type: none"> • Schools will invite the chairperson of the school council 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.
October 8, 2004	<ul style="list-style-type: none"> • Schools receive 2004-2005 allocation based on September 30th enrolment. • Central departments receive 2004-2005 allocations.
October 22, 2004	<ul style="list-style-type: none"> • Required documentation for schools is due to the superintendent. Required documentation for central departments is due to executive director.
October 26, 2004	<ul style="list-style-type: none"> • Financial specifications due.
October 29, 2004	<ul style="list-style-type: none"> • Copies of 2003-2004 Results Review documentation will be made for individual trustees for the schools and decision units to be reviewed by that trustee.
November 10, 2004	<ul style="list-style-type: none"> • Each central department presents its results at a public meeting to designated trustees.
November 1 to 17, 2004	<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: <ul style="list-style-type: none"> a) 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. b) The agenda will include: <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

Fall/Results Review Timeline	Process
	<p>with particular reference to:</p> <ul style="list-style-type: none"> - Student Achievement - Student, Parent & Community Attitudes - Implications for Revised 2004-2005 Plans <p>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.</p> <p>vi. <u>Other</u> (15 minutes) - other questions or items for discussion identified by trustees, principals, or others present at the meeting.</p> <p>vii. Closing - the trustee chair will close the meeting.</p> <p>c) Minutes of the meetings will be kept, including a record of questions and responses. The minutes will be made available to all trustees.</p>
By November 17, 2004	<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 30, 2004	<ul style="list-style-type: none"> • Trustees will have an opportunity to comment on results review meetings attended at a public board meeting.
December 3, 2004	<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 by the May 1st preceding implementation.
- By November 15 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, priorities and standards 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.

School Groups for 2003–2004 Results Review Trustee Review

Review by Ward Trustee and Trustees from Other Wards

W A R D A	Ward A Trustee Other Ward Trustee	Ward A Trustee Other Ward Trustee
	<u>Baturyn</u> Caernarvon Dickinsfield Queen Elizabeth	<u>Kensington</u> <u>Lago Lindo</u> Major General Griesbach Mary Butterworth
	<u>Dunluce</u> Glengarry Kennedale Outreach Programs	<u>Calder</u> Lauderdale McArthur Rosslyn Scott Robertson
W A R D B	Ward B Trustee Other Ward Trustee	Ward B Trustee Other Ward Trustee
	<u>Bannerman</u> Fraser Horse Hill	<u>Londonderry</u> McLeod Overlanders York
	Homesteader John Barnett <u>John D. Bracco</u> Kildare	

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**

Ward C Trustee Other Ward Trustee
Afton Brightview Britannia Coronation
Crestwood Edmonton Christian Glenora High Park
<u>Westminster</u> Winterburn Youngstown

Ward C Trustee Other Ward Trustee
Meadowlark <u>Parkview</u> Westlawn
Inglewood Jasper Place <u>Laurier Heights</u>

**W
A
R
D

D**

Ward D Trustee Other Ward Trustee
Eastglen <u>Montrose</u> Virginia Park
Beacon Heights Highlands Institutional Services

Ward D Trustee Other Ward Trustee
Delton Eastwood John A. McDougall Norwood McCauley <u>Parkdale</u> Spruce Avenue
<u>Abbott</u> Mount Royal Victoria

**Review by Ward Trustee and
Trustees from Other Wards**

**W
A
R
D

E**

Ward E Trustee Other Ward Trustee
Aldergrove Belmead <u>Centennial</u> Lymburn
Michael A. Kostek <u>Ormsby</u> Patricia Heights

Ward E Trustee Other Ward Trustee
Rio Terrace S. Bruce Smith Talmud Torah <u>Thorncliffe</u>

**W
A
R
D

F**

Ward F Trustee Other Ward Trustee
Allendale Avalon <u>Garneau/Queen Alexandra</u>
<u>Grandview Heights</u> Lansdowne Lendrum

Ward F Trustee Other Ward Trustee
<u>Malmo</u> McKee McKernan Oliver
Parkallen <u>Strathcona</u> Windsor Park

**Review by Ward Trustee and
Trustees from Other Wards**

W A R D G	Ward G Trustee Other Ward Trustee	Ward G Trustee Other Ward Trustee
	Academy At King Edward <u>King Edward</u> Argyll Capilano	Holyrood <u>Julia Kiniski</u> Kenilworth/Bonnie Doon Transition McNally
	Avonmore <u>Braemar</u> Jackson Heights Strathearn	Terrace Heights <u>Velma E. Baker</u> W.P. Wagner Waverley
W A R D H	Ward H Trustee Other Ward Trustee	Ward H Trustee Other Ward Trustee
	<u>Brander Gardens</u> Brookside D.S. MacKenzie	Richard Secord <u>Rideau Park</u> Steinhauer Westbrook
	Duggan Earl Buxton George P. Nicholson <u>Greenfield</u>	

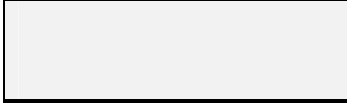
**Review by Ward Trustee and
Trustees from Other Wards**

W A R D I	Ward I Trustee Other Ward Trustee	Ward I Trustee Other Ward Trustee
	Crawford Plains Edith Rogers <u>Greenview</u> Lee Ridge	Meyokumin Meyonohk <u>Millwoods Christian</u>
	Grace Martin Kameyosek <u>Kate Chegwin</u> Malcolm Tweddle	Minchau <u>Pollard Meadows</u> Sakaw Tipaskan

School Groups for 2003–2004 Results Review Superintendent’s Review

Review by Superintendent	Review by Superintendent
LaPerle Evansdale Keheewin Delwood Rundle M.E. LaZerte Callingwood	Belvedere Steele Heights Westmount Killarney Dan Knott L.Y. Cairns James Gibbons
Sifton Northmount Amiskwaciy Academy Harry Ainlay Lorelei Wellington Alberta School for the Deaf/Tevie Miller	Belmont Prince Charles Rutherford Balwin Newton Dovercourt Clara Tyner
Hillcrest Elmwood/Stratford Menisa Forest Heights Glendale Hillview Princeton	Vernon Barford Woodcroft Riverdale Ross Sheppard R.J. Scott/Lawton Centre High Hardisty

**Review by
Superintendent**

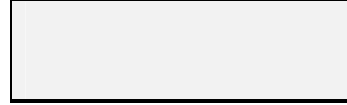


Sherwood
Donnan/L'Academie
Vimy
Ridge Academy
Mayfield
Mee-Yah-Non
Riverbend
Sweet Grass
Daly Grove



Ellerslie Campus
Kirkness
Grovenor
Weinlos
Ekota
Fulton Place
OldScona

**Review by
Superintendent**



T.D. Baker
Ottewell
North Edmonton
Satoo
Westglen
Bissett
Mill Creek/Ritchie
Athlone



Belgravia
Hazeldean
Gold Bar
J.A. Fife
George H. Luck
Lynnwood
Mount Pleasant
J. Percy Page