

EDMONTON PUBLIC SCHOOLS

September 24, 2002

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: Mary-Ellen Deising

RECOMMENDATION

That the process and timeline for review of 2001-2002 results, review of revised 2002-2005 plans, and review of the 2003-2004 operating budget, as outlined in Appendix I, be approved.

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Each year the board approves in September the process and timelines for review of the previous year's results and the preparation of the following year's plans and budgets. The requirements for this process are outlined in Appendix II.

The recommended process and timelines for the 2002-2003 school year follow a similar format as previous years, however, some changes have been made to the process to better meet governance, accountability and reporting requirements:

- Schools and central departments will take minutes at each subcommittee which will be compiled as the district record.
- Principals will invite school council chairs to attend subcommittee meetings.
- Planning documents will more clearly reflect board priorities (e.g., all schools will articulate plans to address numeracy).
- The Budget Planning System (BPS) will be reprogrammed to include historical data for comparative purposes.
- In results review subcommittees, principals will address the implication of results on future plans.

A chronology of events in the recommended annual process is provided as Appendix III.

Appendix IV identifies the proposed groupings for trustee subcommittee and superintendent review of 2001-2002 results. The groupings are the same as for the 2002-2003 plan review in April 2002. Trustees will review all schools in their ward, as well as a sampling of schools from all other wards over the three-year term.

MED:bly

APPENDIX I - Process

APPENDIX II - Requirements

APPENDIX III - Timeline

APPENDIX IV - School Groups for 2001-2002 Results Review

PROCESS

Process and Timeline

Results Review Process

- | | |
|-----------------------|--|
| September 20, 2002 | • Staff are advised of documentation requirements. |
| September 25, 2002 | • Staff are advised of results, requirements, and timelines. |
| October 2002 | <ul style="list-style-type: none"> • 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. • Schools will invite the chairperson of the school council to attend the subcommittee review. • Decision unit administrators will present results achieved and respond to questions from trustees. |
| October 11, 2002 | • Required documentation is submitted to the superintendent. |
| October 18, 2002 | • Copies will be made for individual trustees for the schools and decision units to be reviewed by that trustee. |
| October 23, 2002 | • Each central department presents its results at a public meeting to designated trustees. |
| Oct 21 to Nov 1, 2002 | <ul style="list-style-type: none"> • Each group of principals presents its results at a public meeting to designated trustees and to the superintendent or his designate. • 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. b) The agenda will include: <ul style="list-style-type: none"> i. Introductions and an outline of the process for the meeting by the hosting principal. ii. Opening remarks by the trustee chair. (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 Revised 2002-2003 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. Other (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 1, 2002

- 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 12, 2002

- Trustees will have opportunity to comment on results review meetings attended.

November 15, 2002

- Results review documentation will be provided to the trustee reading room and Edmonton Public Libraries.

Planning Process

December 10, 2002

- The board approves/affirms/amends District Priorities
- The process for identifying Trustee Initiatives begins.

by December 20, 2002

- Schools have opportunity for input into projected enrolment for their school for the 2003-2004 school year.

January 14, 2003

- Staff groups have opportunity to present to board their recommendations for consideration to three-year plans and the preparation of the 2003-04 operating budget.

January 28, 2003

- The 2003-04 proposed planning base is recommended to board.
- Changes to the basis of allocation are reported to board.
- Trustee initiatives presented to board.

February 2003

- School council members and business key communicators will be invited to the review of central department plans.
- The agenda for central department meetings will include an overview by the executive director.
- Schools will invite the chairperson of the school council to attend the subcommittee review.
- Decision unit administrators will present the plans and respond to questions from trustees.

February 5, 2003

- Schools receive budget allocations and requirements for documentation of plans.

February 7, 2003

- Central departments receive budget allocations and requirements for documentation of plans.

February 26, 2003

- Required documentation is submitted to the superintendent.

March 7, 2003

- Copies will be made for individual trustees for the schools and decision units to be reviewed by that trustee.

March 12, 2003

- Each central department presents its plans at a public meeting to designated trustees.

March 10 to 21, 2003

- Each group of principals presents its plans at a public meeting to designated trustees and to the superintendent within designated

designated trustees and to the superintendent or his designate.

- 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:
 - a) The meeting will not exceed one and one-half hours.
 - b) The agenda will include:
 - i. introductions and an outline of the process for the meeting by the hosting principal.
 - ii. Opening remarks by the trustee chair. (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) plans with particular reference to:
 - Student Achievement
 - Student, Parent & Community Attitudes
 - Significant Changes
 - 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 plans.
 - vi. Other (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 April 8, 2003

- All schools will communicate their budget plans 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.

April 8, 2003

- Budget Summaries binders will be provided to the superintendent and trustees.
- The superintendent will introduce the proposed plans and budget to the board.

April 22, 2003

- The board will review plans of schools and central departments. Trustees will have an opportunity to comment on review meetings that they have attended. Leadership staff will be in attendance to provide any additional information as required.

April 22, 2003

- Budget Summaries binders will be placed in 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.
- The board will be informed of district level results by the November 15th following completion of each school year.
- 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.

TIMELINE

Timeline for Review of 2001-2002 Results and Revised 2002-2005 Plans

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|-----------------------|--|
| Oct 11, 2002 | • Results Review documentation due to superintendent. |
| Oct 18, 2002 | • 2001-02 Results Review documentation for each school and central department is distributed to trustees. |
| Oct 23, 2002 | • Trustee subcommittee review of central department 2001-02 results and implications for revised 2002-2005 plans. |
| Oct 21 to Nov 1, 2002 | • Trustee subcommittees and the superintendent review school 2001-02 results and implications for revised 2002-2005 plans. |
| Nov 12, 2002 | • Trustees have opportunity to comment on results review meetings attended. |
| Nov 15, 2002 | • Results review documentation provided to the trustee reading room and Edmonton Public Libraries. |
| Dec 10, 2002 | • The board approves/affirms/amends District Priorities
• The process for identifying Trustee Initiatives begins |
| Jan 14, 2003 | • Staff groups have opportunity to present to board their recommendations for consideration to three-year plans and the preparation of the 2003-04 operating budget. |
| Jan 28, 2003 | • The 2003-04 proposed planning base is recommended to board.
• Changes to the basis of allocation are reported to board.
• Trustee initiatives presented to board. |
| Feb 5, 2003 | • Schools receive budget allocations and requirements for documentation of plans. |
| Feb 7, 2003 | • Central departments receive budget allocations and requirements for documentation of plans. |
| Feb 26, 2003 | • Trustee subcommittee documentation for schools due to superintendent. |
| Feb 26, 2003 | • Trustee subcommittee documentation for central departments due to executive director. |
| Mar 7, 2003 | • Revised 2003-05 plans for each school and central department including the proposed distribution of resources for 2003-04 are distributed to trustees. |
| Mar 12, 2003 | • Trustee subcommittee review of central department revised 2002-05 plans. |
| Mar 10-21, 2003 | • Trustee subcommittees and the superintendent review school revised 2002-05 plans. |
| Apr 8, 2003 | • The superintendent introduces to board the 2003-04 operating budget and revised 2002-05 plans.
• The board is provided a report on the disposition of trustee initiatives in the recommended plans. |
| Apr 22, 2003 | • The board reviews school and central plans. |
| Apr 22, 2003 | • Following consideration of notices of motion the board approves revised 2002-05 plans and the operating budget for 2003-04.
• The Edmonton Public Schools' Three-Year Education Plan is approved by board for forwarding to Alberta Learning. |

School Groups for 2001-2002 Results Review Trustee Review

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

W A R D A	Trustee Bill Bonko Trustee Bob Dean	Trustee Bill Bonko Trustee Lynn Odyanski
	Athlone Baturyn Dickinsfield Kensington <u>Wellington</u>	Caernarvon Dunluce <u>Kennedale</u> Outreach Programs
	<u>Evansdale</u> Major General Griesbach Killarney Lauderdale	Lago Lindo Lorelei Mary Butterworth <u>Mee-Yah-Noh</u> Northmount
W A R D B	Trustee Bob Dean Trustee Ray Martin	Trustee Bob Dean Trustee Jean Woodrow
	Balwin Belmont Horse Hill <u>J.A. Fife</u>	Delwood John Barnett Kirkness <u>Sifton</u> Steele Heights
	Belvedere M.E. LaZerte <u>North Edmonton</u> Overlanders	

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 Lynn Odynski
Trustee Svend Hansen

Brightview
Dovercourt
Glenora
Parkview

Britannia
Crestwood
Glendale
Youngstown

Trustee Lynn Odynski
Trustee George Nicholson

Grovenor
Laurier Heights
Westminster
Westmount

James Gibbons
Mayfield
Ross Sheppard
Sherbrooke
Sherwood

**W
A
R
D

D**

Trustee Ray Martin
Trustee Lynn Odynski

Eastglen
Eastwood
McCauley
R.J. Scott/Lawton
Rundle

Trustee Ray Martin
Trustee Don Fleming

Amiskwaciy Academy
Montrose
Newton
Parkdale
Riverdale

Review by Ward Trustee and Trustees from Other Wards

**W
A
R
D

E**

**Trustee Jean Woodrow
Trustee Bill Bonko**

Aldergrove
Callingwood
Lymburn
Hillcrest

**Trustee Jean Woodrow
Trustee Bob Dean**

Centennial
Elmwood
LaPerle
Lynnwood
Ormsby

**W
A
R
D

F**

**Trustee Don Fleming
Trustee Svend Hansen**

Alberta School for the
Deaf/Tevie Miller
Avalon
Belgravia
Grandview Heights

**Trustee Don Fleming
Trustee Ray Martin**

Centre High
L.Y. Cairns
McKernan
Old Scona
Strathcona

Review by Ward Trustee and Trustees from Other Wards

W A R D G	Trustee Svend Hansen Trustee Bill Bonko	Trustee Svend Hansen Trustee Gerry Gibeault
	Braemar Fulton Place <u>Gold Bar</u> Mill Creek/Ritchie	Hazeldean <u>Holyrood</u> Jackson Heights Rutherford/Idylwyld Velma E. Baker
	<u>Academy at King Edward</u> Clara Tyner Forest Heights Kenilworth/Bonnie Doon Outreach	<u>Hardisty</u> L'Académie Vimy Ridge Julia Kiniski King Edward Ottewell
W A R D H	Trustee George Nicholson Trustee Jean Woodrow	Trustee George Nicholson Trustee Gerry Gibeault
	D.S. MacKenzie Keheewin George H. Luck <u>George P. Nicholson</u>	Earl Buxton Greenfield Riverbend <u>Vernon Barford</u>
	Duggan Richard Secord Rideau Park <u>Sweet Grass</u>	

Review by Ward Trustee and Trustees from Other Wards

W A R D I	Trustee Gerry Gibeault Trustee Don Fleming	Trustee Gerry Gibeault Trustee George Nicholson
	Grace Martin <u>Hillview</u> Lee Ridge Satoo	<u>Bisset</u> Crawford Plains Greenview Menisa
	J. Percy Page T.D. Baker Tipaskan <u>Weinlos</u>	Daly Grove Ekota <u>Ellerslie</u>

School Groups for 2001-2002 Results Review Superintendent's Review

Review by Superintendent

Abbott
Afton
Allendale
Argyll
Avonmore
Bannerman
Beacon Heights

Bellevue
Belmead
Calder
Capilano
Coronation
Dan Knott
Delton

Donnan
Edith Rogers
Edmonton Christian
Fraser
Jasper Place
John A. McDougall
John D. Bracco

Review by Superintendent

Kameyosek
Westlawn
Kildare
Londonderry
Malcolm Tweddle
McArthur
McLeod
McNally

Meadowlark
Meyokumin
Meyonohk
Michael A. Kostek
Millwoods Christian
Minchau
Mount Royal
Norwood

Oliver
Patricia Heights
Pollard Meadows
Prince Charles
Princeton
Queen Elizabeth
Rio Terrace
Rosslyn

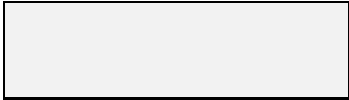
**Review by
Superintendent**



S. Bruce Smith
Sakaw
Scott Robertson
Spruce Avenue
Strathearn
Talmud Torah
Terrace Heights
Thorncliffe



Victoria
Virginia Park
W.P. Wagner
Waverley
Westglen
Kate Chegwin
Winterburn
Woodcroft

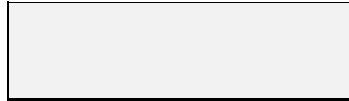


York
Glengarry
Harry Ainlay
High Park
Highlands
Homesteader
Inglewood
Institutional Services

**Review by
Superintendent**



Brander Gardens
Brookside
Garneau/Queen Alex
Lansdowne
Lendrum
Malmo



McKee
Mount Pleasant
Parkallen
Steinhauer
Westbrook
Windsor Park