

EDMONTON PUBLIC SCHOOLS

November 30, 1999

TO: Board of Trustees

FROM: E. Dosdall, Superintendent of Schools

SUBJECT: Monitoring of Charter Schools

ORIGINATOR: A. McBeath, Department Head

RESOURCE
STAFF: Karen Bardy, Gloria Chalmers

INFORMATION

The attached reports have been developed in fulfillment of the district's obligation as monitoring authority for the Boyle Street Education Centre Charter School and Suzuki Charter School. These reports have been compiled based on a monitoring process developed and agreed upon by the district and the charter schools. The role of the monitoring authority is to assure the Minister of Learning that the charter schools are operating in accordance with their charters rather than to evaluate their performance. After these reports have been received as information by Trustees, the reports will be forwarded to Alberta Learning.

The monitoring report for the Boyle Street Education Centre Charter School is provided in Appendix I and for the Suzuki Charter School in Appendix II. The information collected indicates that the schools are operating in accordance with their charters.

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Appendix I: Boyle Street Education Centre Charter School 1998-99 Monitoring Report
Appendix II: Suzuki Charter School 1998-99 Monitoring Report

**BOYLE STREET EDUCATION CENTRE CHARTER SCHOOL
1998-99 MONITORING REPORT**

This is the third monitoring report prepared for Alberta Learning regarding the Boyle Street Education Centre Charter School. This report focuses on the results and operations of the charter school during 1998-99. The findings of the monitoring process follow.

1. General learning environment is reflected in the classroom set-up.

The Boyle Street Education Centre Charter School, which serves youth 12 to 19 years of age who have not succeeded in the regular school setting, continues to be located in the Boyle Street Community Services Co-op. The average age of students attending is 17 years.

The school continues to have four classrooms, each dedicated to one of the four core subject areas. In addition, there is a commercial kitchen facility, an arts and crafts area, a tee-pee for Cree language and cultural instruction, and a recreational area for the students. Last year, the school purchased approximately ten computers for classroom use, placed new flooring throughout the facility, painted all classrooms, and established new offices for counseling and administration.

The core classrooms (language arts, mathematics, science, social studies) are each staffed by two full-time teachers who are subject matter specialists. Each of these staff members teach more than one subject. In addition, the school has a counselling staff member, and a coordinator for work experience and the registered apprenticeship program. Last year, the school also obtained the services of an intern from the University of Alberta Internship Program. Volunteering opportunities were made available throughout the year. The school continues to offer a range of options in addition to the core subjects: Work Experience, Native Studies, Art, Computers, Physical Education, Fashion Studies, Wildlife, Cosmetology, Foods, and CALM.

Resources and field trips are provided at no cost to students. The school has also formed a student council that meets on a weekly basis. As well, the school purchased a digital camera, which enabled them to produce a student identification card for each student. Students produced a building size mural, on the side of the charter school, as part of an art and video project on racism, entitled Skin Deep. They also participated in a range of community events, such as an art project with the Edmonton Art Gallery, Innerscity Awareness Week, and a Thanksgiving dinner.

The school makes use of staff and support services provided by the Co-op such as youth workers, nursing staff, a housing registry, and family counselling services. The staff also use a variety of strategies to assist students; for example, student-centred and individualized programming, bus ticket incentives, wake up calls as required, provision of a breakfast and lunch program, home visits, and Teaching Circles.

2. Students are achieving satisfactory results on the achievement tests and diploma examinations.

School enrolment on September 30, 1998 was 105 students. During 1998-99, 275 students attended the school for a period of time. Of these students, 16 were assessed as at the junior high level and 221 at the high school level. Forty-six of the students met the criteria for severe special needs. The school has also indicated that five students were on the waiting list for the following term.

Achievement information from the school indicates that the students obtained 1085 credits, wrote ten diploma exams, and obtained 50 diploma exam credits; each of these is an increase from the previous year. No provincial achievement tests were written. Core subject credits gained increased from 447 in 1997-98 to 695 in 1998-99. Staff monitor student progress through the development of case plans and also track what students do once they leave the school. On a bi-weekly basis, staff complete an assessment of student behaviour and daily attendance is tracked on a weekly basis.

3. Alberta Learning's basic curriculum is being delivered.

Sample IPP's and information about credits completed were provided to demonstrate that the Alberta Learning curriculum was delivered.

4. Access to hours of instruction meets or exceeds minimum requirements.

The timetable provided indicates that students had access to 1019 hours of instruction over 192 instructional days. This meets the provincial requirement for senior high.

5. Alberta Learning evaluation policy is being followed.

Alberta Learning states that "reports of student achievement shall identify student progress relative to the grade levels of the curriculum" and that "this information shall be provided to parents and to students, and shall be part of any continuing record of a student's progress."

For students who meet the criteria for special needs, the school establishes entry levels of achievement in language arts and mathematics based on the Canadian Achievement Test (CAT), offers programming based on achievement levels, and measures progress. All report cards we reviewed were for senior high school students and they indicated a mark for the course completed.

6. Planning and scheduling are in order and followed.

Students work on one core subject for ten weeks while also taking non-core courses such as CTS, Cree, or cultural alternatives. Since each student's program is individualized to reflect needs, achievement levels, and interests, there is no fixed group instruction schedule. The staff in each core room provides group and individual instruction in accordance with the needs of the students present.

7. Student records are properly maintained.

Student records have been created and are kept in a locked filing cabinet in a locked room. A sample of files were reviewed and were found to be complete.

8. The charter business plan is being followed.

The Boyle Street Education Centre Charter School prepared and submitted to Alberta Learning a three year business plan for the period 1999-2002. This plan was reviewed by Alberta Learning and no changes were requested. The Board of the Boyle Street Co-op and Board of the Boyle Street Education Centre Charter School are combined. The meetings of the board are open to the public. The school has provided a copy of its Annual Education Report which reports on the results achieved by students, as referred to in a previous section.

9. Financial matters are reported by the BRF and AFS are in order.

Audited financial statements for the year 1998-99 have not yet been provided. We have been informed that they will be provided as soon as they are available.

10. The Boyle Street Education Centre Charter School will provide a copy of its annual education report as required in the business plan (education plan) in accordance with Alberta Learning regulations.

A copy of the 1998-99 annual education report has been received.

11. The school facility complies with building standards and zoning regulations.

A certificate of inspection for the fire alarm system dated November 17, 1998 was provided.

12. The insurance regulation is followed.

A copy of the insurance policy has been provided and has been reviewed. The review has indicated that the definition of the "insured" in the liability insurance covers executive officers, directors and employees; however, it does not extend to volunteers or any other person acting within the scope of his duties for the named insured. The charter school has been informed of this.

13. All teachers are certified.

It has been confirmed that 8.7 teachers employed by the charter school in 1998-99 held permanent professional certificates. Four teachers held interim certificates. One staff member was a University of Alberta intern student.

**SUZUKI CHARTER SCHOOL
1998-99 MONITORING REPORT**

This is the fourth monitoring report prepared for Alberta Learning for the Suzuki Charter School. The findings of the monitoring process follow.

1. General learning environment is reflected in the classroom set-up.

The Suzuki Charter School is located in a closed Edmonton Catholic School, providing students with a physical plant designed and equipped as an instructional facility. In the past year, the school completed a feasibility study regarding the addition of two portables to the school. As a result of the study, plans were implemented in August of this year to purchase two portables.

Last year, a digital piano was purchased in order to provide a portable piano for choral accompaniment. Reading materials for an early literature program were also purchased. Additional staff time of 0.4 was provided for the instruction of the early literature program, enabling a staff member who was previously 0.6 to become full-time. In addition, a purchase was made of 25 computers for the school. Each classroom received a computer, 16 computers were placed in a lab and the office received two computers. The computers are on a network and are connected to the Internet.

Other physical changes included the conversion of one of the music rooms to a choral room and the redesign of the front entrance to display student art work and educational resources of interest to parents.

As of September 30, 1998, the enrolment in the school was 99 students. Two more students at the grade four level enrolled in the school in March of 1999. Students are enrolled on a first-come, first-served basis and a waiting list is not kept. Fifteen students were enrolled in kindergarten, 17 in grade one, 18 in grade two, 17 in grade three, 14 in grade four, 10 in grade five, and 8 in grade six. None of the students met the criteria for special needs.

The school defines its charter in terms of music instruction. Flute lessons were added to the music program last year. Examples of music performances during 1998-99 include:

- Dr. Shinichi Suzuki's 100th Birthday Celebration
- Weekend Workshop for Students, Parents, and Teachers
- Beginner Introductory Suzuki Talks
- Winter Concert
- A French Experience Evening
- May Day Celebration
- School Open House
- School Musicale
- Composer in Residence
- Guest Performances including: the Edmonton Youth Orchestra, a baroque quartet, accomplished student musicians, and teaching staff performances

2. Students are achieving satisfactory results on the achievement tests and diploma examinations.

The school's 1998-99 grade three class consisted of 17 students. Sixteen of these students wrote the grade three language arts and mathematics achievement test. Results were as follows:

Course	Met Acceptable Standard	Met Standard of Excellence	Did Not Meet Standard
Language Arts (16)	14	7	2
Mathematics (16)	16	9	0

The school's 1998-99 grade six class consisted of eight students, all of whom wrote the provincial examinations. Results are as follows:

Course	Met Acceptable Standard	Met Standard of Excellence	Did Not Meet Standard
Language Arts (8)	8	4	0
Mathematics (8)	8	7	0
Science (8)	8	3	0
Social Studies (8)	8	2	0

3. Alberta Learning's basic curriculum is being delivered.

School and classroom timetables, sample report cards, and information about performance on the grades three and six provincial achievement tests were provided to demonstrate that the Alberta Education curriculum was delivered.

4. Access to hours of instructional meets or exceeds minimum requirements.

The school met the minimum required number of instructional hours which is 950 hours per year. Last year, the instructional hours for the school were 1005.3 hours over 188.5 instructional days.

5. Alberta Learning evaluation policy is being followed.

A review of sample June 1999 report cards was conducted. All of the report cards indicate grade level of achievement in all four core subjects with one exception, Social Studies in grade one. All report cards also included a comprehensive statement on music, indicating that the curriculum objectives for music had been met.

6. Planning and scheduling are in order and followed.

Classroom schedules were provided and indicate that provision was made for the delivery of all elementary provincial curriculum. One change was noted from the previous year. A course entitled thematic study, which included Social Studies and Science, was taught at the grade four level.

7. Student records are properly maintained.

A sample of student records were reviewed and were found to be complete and up-to-date. The student records are kept in the school office, which is locked unless staff are working on the records.

8. The charter business plan is being followed.

The charter school's education plan for the period of 1999 to 2000 was provided. The plan focuses on student achievement, parent satisfaction and student satisfaction, student access to services, the professional growth and development of teachers, the integration of technology, and the accountability of the school. Surveys were conducted during 1998-99 to assess parent satisfaction with the school. The results indicate that the majority of parents were either satisfied or very satisfied with all aspects of the school's operation. Information is not available regarding student satisfaction. Information has been provided regarding a listing of volunteers involved in the school during 1998-99. Information provided also indicated that school board meetings are not public meetings. Guests can be invited for portions of the meetings.

9. Financial matters are reported by the BRF and AFS are in order.

Audited financial statements for the year 1998-99 have been provided.

10. Suzuki Charter School will provide a copy of its annual education report as required in the business plan (education plan) in accordance with Alberta Learning regulations.

A copy of the 1998-99 annual education report will be provided after November 30, 1999, once it has been submitted to Alberta Learning.

11. The school facility complies with building standards and zoning regulations.

A certificate of inspection for the fire alarm system dated August 30, 1999 was provided.

12. The insurance regulation is followed.

The Suzuki Charter School's insurance policy has been received and is under review.

13. All teachers are certified.

It has been confirmed that each of the seven teachers employed by the Suzuki Charter School in 1998-99 held permanent professional or interim professional certificates.