

EDMONTON PUBLIC SCHOOLS

September 12, 2000

TO: Board of Trustees
FROM: E. Dossdall, Superintendent of Schools
SUBJECT: Process for Results Review and Three-Year Planning
ORIGINATOR: G. Reynolds, Department Head
RESOURCE
STAFF: Mary-Ellen Deising

RECOMMENDATION

That the process and timeline for review of 1999-2000 results, amendments to 1999-2002 plans, and review of the 2001-2002 operating budget, as outlined in Appendix I, be approved.

* * * * *

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 2000-2001 school year follow the same format with the exception that a date has been identified for trustee review of the district priorities.

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

Appendix IV identifies the proposed groupings for trustee subcommittee review of 1999-2000 results. The groupings are the same as for the 2000-2001 plan review in March 2000.

MED:bly

- APPENDIX I - Process and Timeline
- APPENDIX II - Requirements for the Results Review and Three-Year Planning Process
- APPENDIX III - Timeline for Review of 1999-2000 Results and Revised 1999-2002 Plans
- APPENDIX IV - School Groups for 1999-2000 Results Review

Process and Timeline

Results Review

September 15, 2000	Staff are advised of results, requirements, documentation format, and timelines.
October 2000	<p>School council members and business key communicators will be invited to the review of central department results.</p> <p>The agenda for central department meetings will include an overview by the department head. Decision unit administrators responsible for the results documents will be present to respond to questions from trustees.</p>
October 12, 2000	Required documentation is submitted to the superintendent.
October 20, 2000	Copies will be made for individual trustees for the groups to be reviewed by that trustee.
Oct 23 to Nov 3, 2000	<p>Each group of principals and each central department presents its results at a public meeting to designated trustees and to the superintendent or his designate.</p> <p>The meetings will be scheduled by the superintendent's office.</p> <p>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.</p> <p>The format of the school review meetings will be as follows:</p> <ol style="list-style-type: none"> a) The meeting will not exceed one and one-half hours. b) The agenda will include: <ol 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 - 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 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, will record questions and responses, and will be made available to all trustees.

by November 3, 2000 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 7, 2000 Trustees will have opportunity to comment on results review meetings attended.

November 8, 2000 Results review documentation will be provided to the trustee reading room and Edmonton Public Libraries.

Plan Review

September 15, 2000 Staff are advised of results, requirements, documentation format, and timelines.

by December 22, 2000 Schools have opportunity for input into projected enrolment for their school for the 2001-2002 school year.

February 2001 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 department head. Decision unit administrators responsible for the planning documents will be present to respond to questions from trustees.

February 2, 2001 Schools receive budget allocations and requirements for documentation of plans.

February 23, 2001 Required documentation is submitted to the superintendent.

March 9, 2001 Copies will be made for individual trustees for the groups to be reviewed by that trustee.

March 12 to 23, 2001 Each group of principals and each central department presents its plans 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:

- 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, will record questions and responses, and will be made available to all trustees

by April 10, 2001

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 10, 2001

Budget Summaries binders will be provided to the superintendent and trustees.

The superintendent will introduce the proposed plans and budget to the board.

April 23, 2001

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

April 24, 2001

Budget Summaries binders will be provided to the trustee reading room and Edmonton Public Libraries.

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 for Review of 1999-2000 Results and Revised 1999-2002 Plans

- | | |
|-----------------------|---|
| Oct 12, 2000 | • Results Review documentation due to superintendent. |
| Oct 20, 2000 | • 1998-1999 Results Review documentation for each school and central department is provided to Edmonton Public Libraries and distributed to trustees. |
| Oct 23 to Nov 3, 2000 | • Trustee subcommittees and the superintendent review 1999-2000 results and implications for revised 1999-2002 plans. |
| Nov 7, 2000 | • Trustees have opportunity to comment on results review meetings attended. |
| Dec 4, 2000 | • Annual General Meeting |
| Dec 12, 2000 | • The board approves/affirms/amends District Priorities |
| Jan 16, 2001 | • Staff groups have opportunity to present to board their recommendations for consideration to three-year plans and the preparation of the 2001-2002 operating budget. |
| Jan 30, 2001 | • The 2001-2002 proposed planning base is recommended to board.
• Changes to the basis of allocation are reported to board.
• Trustee initiatives presented to board. |
| Feb 2, 2001 | • Schools receive budget allocations and requirements for documentation of plans. |
| Feb 9, 2000 | • Central departments receive budget allocations and requirements for documentation of plans. |
| Feb 23, 2001 | • Trustee subcommittee documentation due to superintendent. |
| Mar 9, 2001 | • Revised 1999-2002 plans for each school and central department including the proposed distribution of resources for 2001-2002 are distributed to trustees. |
| Mar 12-23, 2001 | • Trustee subcommittees and the superintendent review revised 1999-2002 plans. |
| Apr 10, 2001 | • The superintendent introduces to board the 2001-2002 operating budget and revised 1999-2002 plans.
• The board is provided a report on the disposition of trustee initiatives in the recommended plans. |
| Apr 23, 2001 | • The board reviews school and central plans. |
| Apr 23, 2001 | • Following consideration of notices of motion the board approves revised 1999-2002 plans and the operating budget for 2001-2002.
• The Edmonton Public Schools' Three-Year Education Plan is approved by board for forwarding to Alberta Education. |

School Groups for 1999-2000 Results Review
Trustee Review

	Review by Ward Trustee and Trustee from Other Ward	Review by Trustees from Other Wards
WARD A	Bill Bonko Janice Melnychuk	Svend Hansen Don Williams
	Evansdale Greisbach Lorelei <u>Rosslyn</u>	Dunluce Mary Butterworth Queen Elizabeth <u>Scott Robertson</u>
WARD B	Janice Melnychuk Don Fleming	Carol Anne Dean Svend Hansen
	Bannerman Belmont Homesteader Kildare Kirkness <u>Princeton</u>	Belvedere Fraser John D. Bracco North Edmonton Sifton Steele Heights <u>York</u>

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 results review dates.

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

**Review by Trustees
from Other Wards**

**W
A
R
D

C**

**Don Williams
Gerry Gibeault**

**Don Fleming
George Nicholson**

Afton
Coronation
Grovenor
Inglewood
Jasper Place/Stratford

High Park
James Gibbons
Pr. Charles/Sherbrooke
Sherwood

Laurier Heights
Parkview
Westglen
Westlawn

Westmount
Winterburn/Westview
Woodcroft
Youngstown

**W
A
R
D

D**

**Terry Sulyma
Svend Hansen**

**Bill Bonko
Janice Melnychuk**

Abbott
Alex Taylor
Beacon Heights
Delton
Eastglen

Bellevue
Institutional Services
Mount Royal
Newton

Eastwood
McDougall
Rundle
Virginia Park

Parkdale
Queen Mary Park
R.J. Scott
Riverdale

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

**Review by Trustees
from Other Wards**

**W
A
R
D

E**

**Carol Anne Dean
Terry Sulyma**

Aldergrove
Belmead
Centennial
Elmwood
Michael A. Kostek
Thorncliffe

**Gerry Gibeault
Janice Melnychuk**

Callingwood
LaPerle
Lymburn
Patricia Heights
S. Bruce Smith

**W
A
R
D

F**

**Don Fleming
Carol Anne Dean**

Alta. School for the Deaf
Belgravia
Grandview Heights
McKee
Malmo

**Bill Bonko
Terry Sulyma**

L.Y. Cairns
Lendrum
Old Scona
Oliver
Windsor Park

**W
A
R
D

G**

**Svend Hansen
Don Williams**

Academy at King Edward
Capilano
Clara Tyner
Donnan

Hardisty
Holyrood
Rutherford/Idylwylde
Waverley

**Carol Anne Dean
George Nicholson**

Argyll
Forest Heights
Gold Bar
Julia Kiniski
McNally

Ottewell
Strathearn
Terrace Heights
W.P. Wagner

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

**Review by Trustees
from Other Wards**

W
A
R
D

H

**George Nicholson
Bill Bonko**

**Gerry Gibeault
Don Williams**

Brander Gardens
Brookside
Duggan
Greenfield
Harry Ainlay
Keheewin

George H. Luck
Rideau Park
Steinhauer
Vernon Barford
Westbrook

W
A
R
D

I

**Gerry Gibeault
George Nicholson**

**Don Fleming
Terry Sulyma**

Bisset
Dan Knott
Edith Rogers
Ekota

Ellerslie P/Ellerslie E-JH
Kameyosek
Malcolm Tweddle
Meyonohk

Kate Chegwin
Meyokumin
Sakaw
T.D. Baker

Minchau
Pollard Meadows
Satoo
Weinlos

School Groups for 1999-2000 Results Review Superintendent's Review

Review by Superintendent	Review by Superintendent
Athlone Northmount Caernarvon Lauderdale Dickinsfield Glengarry Kennedale	Ross Sheppard McLeod Overlanders Brightview Crestwood Dovercourt Hillcrest
Kensington Killarney Lago Lindo Calder McArthur Mee-Yah-Noh Baturyn	Edmonton Christian Sch. Glendale Glenora Mayfield Meadowlark M.E. LaZerte Westminster
Wellington Balwin Delwood Horse Hill J.A. Fife John Barnett Londonderry	Highlands Lawton McCauley Montrose Spruce Avenue Tipaskin Victoria

**Review by
Superintendent**



Britannia
Lynnwood
Ormsby
Richard Secord
Talmud Torah
Allendale
Avalon



Centre High
Garneau/Queen Alex
Lansdowne
McKernan
Mount Pleasant
Parkallen
Strathcona



Avonmore
Braemar
Fulton Place
Hazeldean
Kenilworth
King Edward
L'Academie Vimy Ridge
Mill Creek/Ritchie

**Review by
Superintendent**



Velma E. Baker
D.S. MacKenzie
Earl Buxton
Rio Terrace
Riverbend
Sweet Grass
Crawford Plains



Daly Grove
Grace Martin
Greenview
Hillview
J. Percy Page
Lee Ridge
Menisa
Norwood