

EDMONTON PUBLIC SCHOOLS

September 11, 2001

TO: Board of Trustees
FROM: A. McBeath, Acting 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 2000-2001 results, review of 2002-2005 plans, and review of the 2002-2003 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 next three-year planning cycle will be 2002 to 2005. With the new district initiative Blueprints for Supporting Teaching and Learning, it is expected that the format for the planning and results review documents for this next three-year cycle will change. Recommendations that will support the alignment of the process and timelines with Blueprints will be brought to the board in the coming months. However, at this time the recommended process and timelines for the 2001-2002 school year follow the same format as previous years.

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 2000-2001 results. The groupings are the same as for the 2001-2002 plan review in March 2001. Trustees will review all schools in their ward, as well as a sampling of schools from all other wards over the three-year term.

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- APPENDIX I - Process and Timeline
- APPENDIX II - Requirements for the Results Review and Three-Year Planning Process
- APPENDIX III - Timeline for Review of 2000-2001 Results and 2002-2005 Plans
- APPENDIX IV - School Groups for 2000-2001 Results Review

Process and Timeline

Results Review

September 14, 2001	Staff are advised of results, requirements, documentation format, and timelines.
October 2001	<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 17, 2001	Required documentation is submitted to the superintendent.
October 26, 2001	Copies will be made for individual trustees for the groups to be reviewed by that trustee.
Nov 7, 2001	Each central department presents its results at a public meeting to designated trustees.
Oct 29 to Nov 9, 2001	<p>Each group of principals 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 2, 2001 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 13, 2001 Trustees will have opportunity to comment on results review meetings attended.
- November 16, 2001 Results review documentation will be provided to the trustee reading room and Edmonton Public Libraries.

Plan Review

- September 14, 2001 Staff are advised of results, requirements, documentation format, and timelines.
- by December 21, 2001 Schools have opportunity for input into projected enrolment for their school for the 2001-2002 school year.
- February 2002 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 1, 2002 Schools receive budget allocations and requirements for documentation of plans.
- February 25, 2002 Required documentation is submitted to the superintendent.
- March 8, 2002 Copies will be made for individual trustees for the groups to be reviewed by that trustee.
- March 13, 2002 Each central department presents its plans at a public meeting to designated trustees.
- March 11 to 22, 2002 Each group of principals 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 9, 2002

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 9, 2002

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, 2002

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 23, 2002

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 2000-2001 Results and 2002-2005 Plans

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| Oct 17, 2001 | • Results Review documentation due to superintendent. |
| Oct 26, 2001 | • 2000-2001 Results Review documentation for each school and central department is provided to Edmonton Public Libraries and distributed to trustees. |
| Nov 7, 2001 | • Trustee subcommittee review of central department 2000-2001 results and implications for 2002-2005 plans. |
| Oct 29 to Nov 9, 2001 | • Trustee subcommittees and the superintendent review school 2000-2001 results and implications for 2002-2005 plans. |
| Nov 13, 2001 | • Trustees have opportunity to comment on results review meetings attended. |
| Nov 28, 2001 | • Annual General Meeting |
| Dec 11, 2001 | • The board approves/affirms/amends District Priorities |
| Jan 15, 2002 | • 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 29, 2002 | • The 2002-2003 proposed planning base is recommended to board.
• Changes to the basis of allocation are reported to board.
• Trustee initiatives presented to board. |
| Feb 1, 2002 | • Schools receive budget allocations and requirements for documentation of plans. |
| Feb 8, 2002 | • Central departments receive budget allocations and requirements for documentation of plans. |
| Feb 25, 2002 | • Trustee subcommittee documentation for schools due to superintendent. |
| March 4, 2002 | • Trustee subcommittee documentation for central departments due to department head. |
| Mar 8, 2002 | • 2002-2005 plans for each school and central department including the proposed distribution of resources for 2002-2003 are distributed to trustees. |
| Mar 13, 2002 | • Trustee subcommittee review of central department 2002-2005 plans. |
| Mar 11-22, 2002 | • Trustee subcommittees and the superintendent review school 2002-2005 plans. |
| Apr 9, 2002 | • The superintendent introduces to board the 2002-2003 operating budget and 2002-2005 plans.
• The board is provided a report on the disposition of trustee initiatives in the recommended plans. |
| Apr 22, 2002 | • The board reviews school and central plans. |
| Apr 22, 2002 | • Following consideration of notices of motion the board approves 2002-2005 plans and the operating budget for 2002-2003.
• The Edmonton Public Schools' Three-Year Education Plan is approved by board for forwarding to Alberta Learning. |

School Groups for 2000-2001 Results Review Trustee Review

Review by Ward Trustee and Trustees from Other Wards

W A R D A	Trustee Trustee	Trustee Trustee
	Time/Location	Time/Location
	<u>Baturyn</u> Calder Dickinsfield Kensington	Caernarvon Dunluce Kennedale <u>Outreach Programs</u>
	Time/Location	Time/Location
	<u>Lauderdale</u> Rosslyn Queen Elizabeth	<u>Lago Lindo</u> Mary Butterworth Northmount Scott Robertson
W A R D B	Trustee Trustee	Trustee Trustee
	Time/Location	Time/Location
	<u>Balwin</u> Bannerman Fraser Horse Hill	<u>John D. Bracco</u> Belvedere Delwood Homesteader
	Time/Location	Time/Location
	<u>M.E. LaZerte</u> Overlanders York	John Barnett Londonderry McLeod Princeton <u>Steele Heights</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 Trustees from Other Wards

W A R D C	Trustee Trustee	Trustee Trustee
	Time/Location	Time/Location
	Brightview <u>Edmonton Christian</u> Glenora Parkview	Britannia Crestwood <u>Inglewood</u> Jasper Place/Stratford Westminster
	Time/Location	Time/Location
	High Park <u>James Gibbons</u> Westlawn Winterburn/Westview Youngstown	Mayfield <u>Meadowlark</u> Westglen Woodcroft
W A R D D	Trustee Trustee	Trustee Trustee
	Time/Location	Time/Location
	Bellevue Delton <u>Highlands</u> Lawton Mount Royal Virginia Park	Beacon Heights Institutional Services Montrose Norwood <u>Victoria</u>

Review by Ward Trustee and Trustees from Other Wards

W A R D E	Trustee Trustee	Trustee Trustee
	Time/Location	Time/Location
	Lymburn <u>Hillcrest</u> Michael A. Kostek Patricia Heights Talmud Torah	Belmead Ormsby Rio Terrace <u>S. Bruce Smith</u> Thornccliffe
W A R D F	Trustee Trustee	Trustee Trustee
	Time/Location	Time/Location
	Allendale Avalon Garneau/Queen Alex <u>McKee</u> Oliver	Lansdowne McKernan Mt. Pleasant <u>Parkallen</u> Strathcona
W A R D G	Trustee Trustee	Trustee Trustee
	Time/Location	Time/Location
	Argyll Braemar <u>Fulton Place</u> Strathearn	Avonmore Donnan Hazeldean <u>L'Academie Vimy Ridge</u>
	Time/Location	Time/Location
	Kenilworth <u>Bonnie Doon Outreach</u> Terrace Heights Waverley W.P. Wagner	<u>King Edward</u> McNally Velma E. Baker

Review by Ward Trustee and Trustees from Other Wards

W A R D H	Trustee Trustee	Trustee Trustee
	Time/Location	Time/Location
	Brander Gardens <u>D.S. MacKenzie</u> Duggan Richard Secord Westbrook	Brookside Earl Buxton Greenfield Harry Ainlay <u>Riverbend</u>

W A R D I	Trustee Trustee	Trustee Trustee
	Time/Location	Time/Location
	Dan Knott <u>Grace Martin</u> Kameyosek Meyokumin	Crawford Plains <u>Daly Grove</u> Edith Rogers
	Time/Location	Time/Location
	Minchau Sakaw <u>Tipaskan</u>	Greenview Kate Chegwin <u>Pollard Meadows</u>

School Groups for 2000-2001 Results Review Superintendent's Review

Review by Superintendent

Time/Location

R.J. Scott
Lorelei
Kildare
Keheewin
McArthur
Rundle
Parkdale

Time/Location

Amiskwaciy Academy
Prince Charles
Centre High
Lendrum
Spruce Avenue
Academy at King Edward
John A. McDougall

Time/Location

Menisa
Aldergrove
Athlone
Julia Kiniski
Weinlos
Capilano
Hillview

Review by Superintendent

Time/Location

Eastwood
Glengarry
Westmount
Killarney
L.Y. Cairns
Callingwood
Queen Mary Park

Time/Location

Ottewell
McCauley
Griesbach
Newton
Dovercourt
Evansdale
Riverdale

Time/Location

Windsor Park
Sherbrooke
Vernon Barford
Forest Heights
Meyonohk
Sherwood
Millwoods Christian

**Review by
Superintendent**

Time/Location

J. Percy Page
Mee-Yah-Noh
Eastglen
Sweet Grass
Abbott
Ellerslie Campus
Afton

Time/Location

Kirkness
Wellington
Satoo
Glendale
Grandview Heights
Belgravia
Rutherford/Idylwyld

Time/Location

Sifton
Elmwood
Centennial
Clara Tyner
Malmo
Ross Sheppard
Rideau Park

**Review by
Superintendent**

Time/Location

T.D. Baker
Malcolm Tweddle
Holyrood
Coronation
North Edmonton
Belmont
Alex Taylor

Time/Location

Grovenor
Laurier Heights
Mill Creek/ Ritchie
Hardisty
Ekota
LaPerle
Gold Bar

Time/Location

Steinhauer
ASD/Tevie Miller
Old Scona
George H. Luck
Bisset
Lynnwood
J.A. Fife
Lee Ridge