

## EDMONTON PUBLIC SCHOOLS

September 11, 2007

TO: Board of Trustees

FROM: E. Schmidt, Superintendent of Schools

SUBJECT: Process and Timeline of the 2006-2007 Results Review

ORIGINATOR: B. Tams, Assistant Superintendent

RESOURCE

STAFF: Jamie Pallett, Dean Power

### RECOMMENDATION

That the process and timeline for review of 2006-2007 results, as outlined in Appendix II, be approved.

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In September of each school year, the board approves the process and timeline for review of the previous year's results. The requirements for this process are outlined in Appendix I.

The recommended process and timeline for the 2006-2007 Results Review is outlined in Appendix II. It will be similar to previous years with three exceptions:

1. The principals of the two schools that were closed as of September 1, 2007 (High Park and Newton) will complete and submit the required results review documents for their former schools.
2. The results for the two closed schools will be presented by the former principals to the superintendent.
3. Copies of the two schools' results review documentation will be included in the Results Review binders placed in the Trustee Reading Room. If trustees have any questions about the information contained within the review documents, they are to notify Edgar Schmidt, Superintendent, who will follow up on their behalf.

Appendix III identifies the proposed groupings for trustee subcommittee and superintendent/assistant superintendent review of 2006-2007 results. Trustees will review all schools in their ward, as well as a sampling of schools from all other wards over the three-year term.

JRP:bly

Appendix I - Requirements  
Appendix II - Process and Timeline  
Appendix III - School Groups for 2006-2007 Results Review

## **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 preceding implementation.
- By November 17 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 and priorities 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.

#### **References:**

Edmonton Public Schools Board Policies and Regulations, AFA.AR, Results Review  
Alberta Education, Guide for Education Planning and Results Reporting 2006-2009

**PROCESS AND TIMELINE**

<b>Fall/Results Review Timeline</b>	<b>Process</b>
September 12, 2007	<ul style="list-style-type: none"> <li>• Staff are advised of Results Review requirements and timelines.</li> </ul>
October 2007	<ul style="list-style-type: none"> <li>• Schools will invite the chairperson of the school council and other parents to attend the subcommittee review.</li> <li>• School council members and business representatives will be invited to the review of central department results.</li> <li>• The agenda for central department meetings will include an overview by the assistant superintendent, followed by decision unit administrator presentations.</li> </ul>
Week of October 9 to 12, 2007	<ul style="list-style-type: none"> <li>• Schools receive 2007-2008 allocation based on September 30<sup>th</sup> enrolment.</li> <li>• Central departments receive 2007-2008 allocations.</li> </ul>
October 24, 2007	<ul style="list-style-type: none"> <li>• Results Review documentation from schools is due to assistant superintendent.</li> <li>• Results Review documentation from central departments is due to assistant superintendent.</li> </ul>
October 26, 2007	<ul style="list-style-type: none"> <li>• Financial specifications due.</li> <li>• 2007-2008 AISI plans due.</li> </ul>
November 2, 2007	<ul style="list-style-type: none"> <li>• Copies of 2006-2007 Results Review documentation will be made for individual trustees for the schools to be reviewed by that trustee.</li> </ul>
November 9, 2007	<ul style="list-style-type: none"> <li>• Copies of 2006-2007 Results Review documentation will be made for individual trustees for the central decision units to be reviewed by that trustee.</li> </ul>
November 12, 2007	<ul style="list-style-type: none"> <li>• Each central department presents its results at a public meeting to designated trustees.</li> </ul>
November 5 to 23, 2007	<ul style="list-style-type: none"> <li>• Each group of principals presents its results at a public meeting to designated trustees and to the superintendent/assistant superintendent.</li> <li>• The meetings will be scheduled by the superintendent's office.</li> <li>• 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/assistant superintendent review meetings and reviews of central departments will be at the Centre for Education.</li> <li>• The format of the school review meetings will be as follows:             <ol style="list-style-type: none"> <li>a) The meeting will be scheduled for one and one-half hours for a maximum of four schools. CCEP is scheduled for three hours.</li> </ol> </li> </ul>

Fall/Results Review Timeline	Process
	<p>b) The agenda will include:</p> <ul style="list-style-type: none"> <li>i. Welcome and introductions by the hosting principal.</li> <li>ii. The trustee chair will outline the process for the meeting. (3 min.)</li> <li>iii. Each principal will present in turn and begin by introducing any staff, students, or parents in attendance.</li> <li>iv. The principal will then highlight (5 minutes) results with particular reference to: <ul style="list-style-type: none"> <li>- Student Achievement</li> <li>- Student, Parent &amp; Community Attitudes</li> <li>- Implications for Revised 2007-2008 Plans</li> </ul> </li> <li>v. After each presentation there will be opportunity for questions from trustees. 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.</li> <li>vi. <u>Other</u> - other questions or items for discussion identified by trustees, principals, or others present at the meeting.</li> <li>vii. Closing - the trustee chair will close the meeting.</li> </ul> <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 23, 2007	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
November 27, 2007	<ul style="list-style-type: none"> <li>• Trustees will have an opportunity to comment on results review meetings attended at a public board meeting.</li> </ul>
December 3, 2007	<ul style="list-style-type: none"> <li>• Results review documentation will be provided to the trustee reading room and Edmonton Public Libraries.</li> </ul>

## School Groups for 2006-2007 Results Review Trustee Review

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

<b>W A R D  A</b>	<b>Ward A Trustee Other Ward Trustee</b>	<b>Ward A Trustee Other Ward Trustee</b>
	Kensington <u>Lago Lindo</u> Lauderdale Major General Griesbach	<u>Evansdale</u> McArthur Mee-Yah-Noh Queen Elizabeth
	<u>Institutional Services</u> Yellowhead Kennedale Outreach Programs Capital Health Glenrose Woodside	
<b>W A R D  B</b>	<b>Ward B Trustee Other Ward Trustee</b>	<b>Ward B Trustee Other Ward Trustee</b>
	Bannerman Belvedere Delwood <u>Edmonton Christian</u>	<u>Londonderry</u> M.E. LaZerte Overlanders Princeton
	<u>John Barnett</u> Kildare Kirkness Sifton	

The principal of the school underlined in the trustee subcommittee groupings is asked to identify 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.

W  
A  
R  
D  
  
C

Ward C Trustee Other Ward Trustee
Afton Brightview <u>Coronation</u>
Glendale James Gibbons Jasper Place <u>Parkview</u>

Ward C Trustee Other Ward Trustee
Laurier Heights Mayfield <u>Meadowlark</u>
Ross Sheppard <u>Stratford</u> Westglen Westminster
<u>Westmount</u> Winterburn Youngstown

W  
A  
R  
D  
  
D

Ward D Trustee Other Ward Trustee
Abbott Highlands <u>Mount Royal</u>

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

W  
A  
R  
D  
  
E

Ward E Trustee Other Ward Trustee
Aldergrove Centennial <u>LaPerle</u>
<u>Callingwood</u> Elmwood Lymburn

Ward E Trustee Other Ward Trustee
Lynnwood Patricia Heights <u>S. Bruce Smith</u>

W  
A  
R  
D  
  
F

Ward F Trustee Other Ward Trustee
Allendale Avalon Centre High <u>Old Scona</u>
L.Y. Cairns <u>Lansdowne</u> Lendrum

Ward F Trustee Other Ward Trustee
Garneau <u>Malmo</u> McKernan Mount Pleasant
Oliver <u>Strathcona</u> Windsor Park

W A R D  G	Ward G Trustee Other Ward Trustee	Ward G Trustee Other Ward Trustee
	Academy at King Edward King Edward <u>Braemar</u> Clara Tyner	McNally Ottewell Velma E. Baker <u>Waverley</u>
	Hardisty Hazeldean Holyrood <u>Julia Kiniski</u>	
W A R D  H	Ward H Trustee Other Ward Trustee	Ward H Trustee Other Ward Trustee
	Brander Gardens D.S. MacKenzie <u>Duggan</u> Earl Buxton	Harry Ainlay <u>Keheewin</u> Richard Secord
	George H. Luck George P. Nicholson <u>Greenfield</u>	<u>Rideau Park</u> Riverbend Vernon Barford

W A R D  I	Ward I Trustee Other Ward Trustee	Ward I Trustee Other Ward Trustee
	Bisset Daly Grove Edith Rogers <u>Ekota</u>	<u>Kameyosek</u> Lee Ridge Menisa Meyonohk
	Ellerslie Campus <u>Greenview</u> Hillview J. Percy Page	<u>Millwoods Christian</u> Satoo T.D. Baker Tipaskan

## School Groups for 2006-2007 Results Review Superintendent's Review

<b>Review by Superintendent &amp; Assistant Superintendent</b>
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<div>Superintendent Schmidt Donna Barrett</div>	<div>Superintendent Schmidt Tanni Parker</div>
Amsikwacy Academy Athlone Fraser Glengarry Talmud Torah	Alberta School for the Deaf / Tevie Miller Beacon Heights Belmont Caernarvon Crawford Plains
<div>Superintendent Schmidt Donna Barrett</div>	<div>Superintendent Schmidt Tanni Parker</div>
Gold Bar Horse Hill John D. Bracco Malcolm Tweddle Meyokumin Michael A. Kostek	Dovercourt Grace Martin Grandview Heights Grovenor Homesteader Minchau
<div>Superintendent Schmidt Donna Barrett</div>	<div>Superintendent Schmidt Tanni Parker</div>
Northmount Rio Terrace Scott Robertson Steele Heights Dickinsfield	Montrose Rosslyn Sakaw Steinhauer Victoria Woodcroft

<b>Review by Superintendent &amp; Assistant Superintendent</b>
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**Superintendent Schmidt  
Jenise Bidulock**

Argyll  
Dan Knott  
Hillcrest  
Kenilworth  
Donnan/L'Academie Vimy Ridge

**Superintendent Schmidt  
Jenise Bidulock**

Mary Butterworth  
Parkallen  
Rundle  
Thornccliffe  
Virginia Park

**Superintendent Schmidt  
Bruce Coggles**

Balwin  
Belgravia  
Belmead  
Britannia  
Capilano  
Eastglen  
Forest Heights

**Superintendent Schmidt  
Bruce Coggles**

Inglewood  
J.A. Fife  
Meadowlark Christian  
Ormsby  
W.P. Wagner  
Westbrook  
York

**Superintendent Schmidt  
Ron MacNeil**

Avonmore  
Brookside  
Dunluce  
Glenora  
Kate Chegwin  
Mill Creek/Ritchie  
Prince Charles

**Superintendent Schmidt  
Ron MacNeil**

Lorelei  
McKee  
R.J. Scott/Lawton  
Riverdale  
Sherwood  
Sweet Grass  
Westlawn

**Superintendent Schmidt  
Betty Tams**

Baturyn  
Calder  
Crestwood  
Fulton Place  
Jackson Heights  
Weinlos

**Superintendent Schmidt  
Betty Tams**

Killarney  
McLeod  
Pollard Meadows  
Queen Alexandra  
Rutherford