

EDMONTON PUBLIC SCHOOLS

September 13, 2005

TO: Board of Trustees
FROM: A. McBeath, Superintendent of Schools
SUBJECT: Process and Timeline of the 2004-2005 Results Review
ORIGINATOR: C. McCabe, Executive Director
RESOURCE
STAFF: Jamie Pallett

RECOMMENDATION

That the process and timeline for review of 2004-2005 results, as outlined in Appendix I, be approved.

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

The recommended process and timelines for the 2004-2005 Results Review will be similar to previous years with three exceptions:

1. The principals of the four schools that were closed as of September 1, 2005 (North Edmonton, Strathearn, Terrace Heights and Wellington) will complete and submit the required results review documents for their former schools.
2. The results for the four closed schools will be presented by the former principals in conjunction with their current school results during the Superintendent's review.
3. Copies of the four schools' results review documentation will be 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, Executive Director to the Superintendent, who will follow up on their behalf.

Appendix III identifies the proposed groupings for trustee subcommittee and superintendent review of 2004-2005 results. The groupings are the same as for the 2005-2006 plan review undertaken in May 2005. 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 - Process and Timeline
Appendix II - Requirements
Appendix III - School Groups for 2004-2005 Results Review

PROCESS AND TIMELINE

Fall/Results Review Timeline	Process
September 14, 2005	<ul style="list-style-type: none"> • Staff are advised of documentation format, results, requirements and timelines.
October 2005	<ul style="list-style-type: none"> • Schools will invite the chairperson of the school council to attend the subcommittee review. • 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, followed by decision unit administrator presentations.
Week of October 11 to 14, 2005	<ul style="list-style-type: none"> • Schools receive 2005-2006 allocation based on September 30th enrolment. • Central departments receive 2005-2006 allocations.
October 21, 2005	<ul style="list-style-type: none"> • Results Review documentation from schools is due to superintendent. Results Review documentation for central departments is due to executive director.
October 27, 2005	<ul style="list-style-type: none"> • Financial specifications due.
October 28, 2005	<ul style="list-style-type: none"> • Copies of 2004-2005 Results Review documentation will be made for individual trustees for the schools and decision units to be reviewed by that trustee.
November 17, 2005	<ul style="list-style-type: none"> • Each central department presents its results at a public meeting to designated trustees.
November 1 to 18, 2005	<ul style="list-style-type: none"> • Each group of principals presents its results at a public meeting to designated trustees and to the superintendent. • 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: <ol style="list-style-type: none"> a) The meeting will not exceed one and one-half hours for groups of four schools and two hours for groups of more than four schools. b) The agenda will include: <ol style="list-style-type: none"> i. Welcome and introductions by the hosting principal. ii. The trustee chair will outline the process for the meeting. (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:

Fall/Results Review Timeline	Process
	<ul style="list-style-type: none"> - Student Achievement - Student, Parent & Community Attitudes - Implications for Revised 2005-2006 Plans <p>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.</p> <p>vi. <u>Other</u> (15 minutes) - other questions or items for discussion identified by trustees, principals, or others present at the meeting.</p> <p>vii. Closing - the trustee chair will close the meeting.</p> <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 18, 2005	<ul style="list-style-type: none"> • 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 29, 2005	<ul style="list-style-type: none"> • Trustees will have an opportunity to comment on results review meetings attended at a public board meeting.
December 2, 2005	<ul style="list-style-type: none"> • Results review documentation will be provided to 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.
- By November 15 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, 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.

School Groups for 2004-2005 Results Review Trustee Review

Review by Ward Trustee and Trustees from Other Wards

W A R D	Trustee Bev Esslinger Trustee Wendy Keiver	Trustee Bev Esslinger Trustee Don Williams
	Baturyn Caernarvon <u>Major General Griesbach</u> Mee-Yah-Noh	Killarney Lago Lindo <u>Lorelei</u> Mary Butterworth
A	Institutional Services Yellowhead Kennedale <u>Outreach Programs</u> Capital Health Glenrose Woodside	Evansdale <u>Kensington</u> Northmount Queen Elizabeth
W A R D	Trustee Wendy Keiver Trustee David Colburn	Trustee Wendy Keiver Trustee Ken Gibson
	Balwin Belvedere <u>Delwood</u> John Barnett	J.A. Fife <u>Kirkness</u> M.E. LaZerte Princeton
B		
	<u>Belmont</u> Overlanders Sifton Steele Heights	

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 Don Williams
Trustee Svend Hansen**

Brightview
Britannia
Coronation
Crestwood

Glendale
Glenora
Grovenor
Inglewood
Parkview

**Trustee Don Williams
Trustee George Nicholson**

Prince Charles
Ross Sheppard
Sherwood
Westlawn

Westminster
Westmount
Woodcroft
Youngstown

James Gibbons
Laurier Heights
Mayfield
Westglen

**W
A
R
D

D**

**Trustee David Colburn
Trustee Don Williams**

Amiskwaciy Academy
Beacon Heights
Montrose
Riverdale

**Trustee David Colburn
Trustee Don Fleming**

Delton
Eastwood
John A. McDougall
Norwood
McCauley
Parkdale
Spruce Avenue

Eastglen
Mount Royal
Newton
Rundle

Review by Ward Trustee and Trustees from Other Wards

**W
A
R
D

E**

**Trustee Ken Gibson
Trustee Bev Esslinger**

Aldergrove
Callingwood
Elmwood/Stratford
Lynnwood
Ormsby

**Trustee Ken Gibson
Trustee Wendy Keiver**

Centennial
Hillcrest
LaPerle
Lymburn
S. Bruce Smith

**W
A
R
D

F**

**Trustee Don Fleming
Trustee Svend Hansen**

Alberta School for the Deaf/
Tevie Miller
L.Y. Cairns
Mount Pleasant
Oliver

**Trustee Don Fleming
Trustee David Colburn**

Avalon
Belgravia
Old Scona
Strathcona

Allendale
Centre High
McKernan

Review by Ward Trustee and Trustees from Other Wards

**W
A
R
D

G**

**Trustee Svend Hansen
Trustee Bev Esslinger**

Academy at King Edward
Braemar
Clara Tyner
Forest Heights

Gold Bar
Hardisty
Hazeldean
Velma E. Baker

**Trustee Svend Hansen
Trustee Gerry Gibeault**

Holyrood
Jackson Heights
Julia Kiniski
Kenilworth

Fulton Place
King Edward
Ottewell
Waverley

**W
A
R
D

H**

**Trustee George Nicholson
Trustee Ken Gibson**

D.S. MacKenzie
Duggan
George H. Luck
Sweet Grass

George P. Nicholson
Greenfield
Harry Ainlay
Keheewin

**Trustee George Nicholson
Trustee Gerry Gibeault**

Brander Gardens
Richard Secord
Riverbend
Vernon Barford

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
	Bisset Crawford Plains Dan Knott Greenview	J. Percy Page Lee Ridge Satoo Tipaskan
	Ekota Meyonohk <u>T.D. Baker</u>	<u>Daly Grove</u> Malcolm Tweddle Menisa Sakaw

School Groups for 2004-2005 Results Review Superintendent's Review

Review by Superintendent

Abbott
Afton
Argyll
Athlone
Avonmore
Bannerman
Belmead

Calder
Capilano
Donnan/L'Academie Vimy
Ridge
Dovercourt
Dunluce
Hillview
John D. Bracco

Earl Buxton
Garneau
Grandview Heights
Homesteader
Lauderdale
McLeod
Meadowlark

Review by Superintendent

Brookside
Dickinsfield
Highlands
High Park
Horse Hill
Jasper Place
Kameyosek

Fraser
Kate Chegwin
Lansdowne
Lendrum
Londonderry
McArthur
Malmo

Edmonton Christian
Glengarry
Kildare
McNally
Meadowlark Christian
Meyokumin
Michael A. Kostek

**Review by
Superintendent**

**Review by
Superintendent**



Mill Creek/Ritchie
Millwoods Christian
Minchau
Parkallen
Patricia Heights
Pollard Meadows

W.P. Wagner
Weinlos
Westbrook
Windsor Park
Winterburn
York



Queen Alexandra
R.J. Scott/Lawton
Rideau Park
Rio Terrace
Rosslyn
Rutherford

Edith Rogers/Wellington
Ellerslie Campus/Terrace Heights
Grace Martin/North Edmonton
McKee/Strathearn



Scott Robertson
Steinhauer
Talmud Torah
Thorncliffe
Victoria
Virginia Park