

## EDMONTON PUBLIC SCHOOLS

September 14, 2010

TO: Board of Trustees

FROM: E. Schmidt, Superintendent of Schools

SUBJECT: Process and Timeline of the 2009-2010 Results Review

ORIGINATOR: B.J. Smith, Executive Director, Finance & Infrastructure

RESOURCE

STAFF: Sandra Bassett

### RECOMMENDATION

That the process and timeline for review of 2009-2010 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 2009-2010 results review is outlined in Appendix II. For 2010, the number of available meeting days has been reduced significantly to only six days due to Trustee commitments for ASBA, PSBAA, Capital Health Joint Meetings, Audit Committee Meeting, and the Trustee Retreat. The need to complete the process by November 30 is also confined by the need to report to Alberta Education by that date. An extension into December would require permission from Alberta Education. It is also important to note that workload at schools increases significantly in December making it difficult for school administrators.

The proposed groupings for Trustee subcommittee reviews of 2009-2010 results are designed to support the newly elected Board of Trustees and accommodate their schedules and availability. Trustees will review all schools in their ward, as well as a sampling of schools from all other wards over the three-year term. School Trustee subcommittee meetings will be held at schools and are scheduled for a maximum of 3 hours with groupings of up to 12 principals. Wherever possible the groupings align with the current organizational structure for assistant superintendents of schools. The proposed groupings for school Trustee subcommittee reviews are identified in Appendix III.

Central Trustee subcommittee meetings will be held at the Centre for Education. The three groupings for Trustee review of central decision unit results align with the organizational structure for central services. These subcommittee meetings will be for a maximum of 2½ hours each and facilitated by three Trustees per group. Review of the Superintendent of Schools, General Counsel, and Board Administration results will be the first item on the

Conference Committee agenda that is scheduled on November 9, 2010. The proposed groupings for central Trustee subcommittee reviews are identified in Appendix IV.

As in previous years the school decision units with 1<sup>st</sup> and 2<sup>nd</sup> year principals will be reviewed by assistant superintendents. These meetings will be scheduled by the assistant superintendents during the period November 8 to 26, 2010. Principals of schools that are closed as a result of the April 13, 2009 Board decision will present their results to the superintendent as well as their current assistant superintendent. In the absence of the former principal of Capilano School, the assistant superintendent responsible for that school during the 2009-2010 school year will present the results. The proposed groupings for these reviews are listed in Appendix V.

The revised format introduced in the 2010-2011 school plan reviews will be used for both school and central subcommittee meetings whereby Trustees facilitate a group dialogue rather than a principal or DU manager led presentation. Through discussions Trustees will have an opportunity to learn about the results achieved by each school and central decision unit and the implications these results have for their 2010-2011 plan. Trustees will also gain an understanding of how each school and central department plan to address any surplus or deficit carried forward from the previous school year.

In order to facilitate discussions, the following agenda is proposed for school reviews:

- Welcome and introductions by the chairperson.
- Overview of the process for the meeting by the chairperson.
- Each principal will introduce themselves and any staff, students, parents or community members in attendance.
- Trustees will then facilitate a group discussion by posing a number of questions related to the district priorities, with an emphasis on successes and challenges and their implications for the 2010-2011 school year.
- Each principal will have an opportunity to highlight results from key initiatives not addressed during the initial discussion.
- The chairperson will make final remarks and close the meeting.

In order to facilitate discussions, the following agenda is proposed for central reviews:

- Welcome and introductions by the chairperson.
  - Overview of the process for the meeting by the chairperson.
  - Each executive director or assistant superintendent will introduce themselves and any parents or community members in attendance prior to providing a brief overview of the roles of each department.
  - Trustees will then facilitate a group discussion by posing a number of questions related to the district priorities, with an emphasis on successes and challenges and their implications for the 2010-2011 school year.
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- Each DU manager or supervisor will have an opportunity to highlight results from key initiatives not addressed during the initial discussion.
  - The chairperson will make final remarks and close the meeting.

SB:bly

- Appendix I - Results Review Requirements
- Appendix II - Process and Timeline
- Appendix III - School Groups for 2009-2010 Results Review – Trustee Subcommittee Review
- Appendix IV - Central Groups for 2009-2010 Results Review – Trustee Subcommittee Review
- Appendix V - School Groups for 2009-2010 Results Review – Superintendent and Assistant Superintendent Reviews

## **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 2009-2012

**Process and Timeline**

<b>Results Review Timeline</b>	<b>Process</b>
September 15, 2010	<ul style="list-style-type: none"> <li>Staff are advised of results review requirements and timelines.</li> </ul>
October 2010	<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 will be invited to the review of central department results.</li> </ul>
October 22, 2010	<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/executive director.</li> </ul>
November 5, 2010	<ul style="list-style-type: none"> <li>Copies of 2009-2010 results review documentation will be made for individual Trustees for the schools to be reviewed by that Trustee.</li> <li>Copies of 2009-2010 results review documentation will be made for individual Trustees for the central decision units to be reviewed by that Trustee.</li> </ul>
November 8 to 26, 2010	<ul style="list-style-type: none"> <li>School Trustee Subcommittees</li> <li>Each group of principals presents its results at a public meeting to designated Trustees.</li> <li>Minutes of the meetings will be kept, including a record of questions and responses. The minutes will be made available to all Trustees.</li> </ul>
November 8 to 26, 2010	<ul style="list-style-type: none"> <li>Assistant Superintendent Subcommittees</li> <li>First and second year principals present their results to designated assistant superintendents.</li> </ul>
November 8 to 26, 2010	<ul style="list-style-type: none"> <li>Central Trustee Subcommittees</li> <li>Each central department presents its results at a public meeting to designated Trustees.</li> <li>Minutes of the meetings will be kept, including a record of questions and responses. The minutes will be made available to all Trustees.</li> </ul>
By November 26, 2010	<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 30, 2010	<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 10, 2010	<ul style="list-style-type: none"> <li>Results review documentation will be provided to Edmonton Public Libraries and posted on the district website.</li> </ul>

**Other Important Dates**

October 15, 2010	<ul style="list-style-type: none"> <li>Schools receive 2010-2011 allocations based on September 30<sup>th</sup> enrolment.</li> </ul>
October 15, 2010	<ul style="list-style-type: none"> <li>Central departments receive 2010-2011 allocations.</li> </ul>
October 27, 2010	<ul style="list-style-type: none"> <li>Financial specifications due to Budget Services.</li> </ul>

**School Groups for 2009-2010 Results Review  
Trustee Subcommittee Review**

**WARD A**

**Monday, November 8, 2010  
Location – School to be determined**

**9:00 am to 12:00 pm**

<b>Ward A Trustee</b>
<b>Other Ward Trustee</b>
Baturyn
Caernarvon
Calder
Dickinsfield
Dunluce
Lago Lindo
Lauderdale
Lorelei
Major General Griesbach
Mary Butterworth

**1:00 pm to 4:00 pm**

<b>Ward A Trustee</b>
<b>Other Ward Trustee</b>
Evansdale
Glengarry
Institutional Services
Kensington
Killarney
McArthur
Mee-Yah-Noh
Northmount
Queen Elizabeth
Rosslyn
Scott Robertson

## **WARD B**

**Monday, November 8, 2010**  
**Location – School to be determined**

**9:00 am to 12:00 pm**

<b>Ward B Trustee</b>
<b>Other Ward Trustee</b>
Bannerman
Belmont
Fraser
Homesteader
John D. Bracco
Kirkness
Outreach Programs
Overlanders
Sifton
Steele Heights
York

**1:00 pm to 4:00 pm**

<b>Ward B Trustee</b>
<b>Other Ward Trustee</b>
Balwin
Belvedere
Delwood
Edmonton Christian Northeast
Horse Hill
McLeod
J.A. Fife
John Barnett
Kildare
Londonderry
M.E. LaZerte
Princeton

## **WARD C**

**Wednesday, November 17, 2010**  
**Location – School to be determined**

**9:00 am to 12:00 pm**

<b>Ward C Trustee</b>
<b>Other Ward Trustee</b>
Crestwood
Dovercourt
Edmonton Christian West
Edmonton Christian High School
Glenora
Grovenor
Inglewood
Laurier Heights
Mayfield
Parkview
Prince Charles
Ross Sheppard

**1:00 pm to 4:00 pm**

<b>Ward C Trustee</b>
<b>Other Ward Trustee</b>
Afton
Glendale
James Gibbons
Jasper Place
Meadowlark
Meadowlark Christian
Sherwood
Stratford
Westglen
Westminster
Winterburn
Youngstown



## **WARD D**

**Tuesday, November 16, 2010**  
**Location – School to be determined**

**9:00 am to 12:00 pm**

<b>Ward D Trustee</b>
<b>Other Ward Trustee</b>
Abbott/R.J. Scott
Aspen at Woodside
Delton
Eastglen
Glenrose
Highlands
John A. McDougall
Lawton
Mount Royal/Virginia Park
Riverdale
Victoria

## **WARD E**

**Wednesday, November 10, 2010**  
**Location – School to be determined**

**1:00 pm to 4:00 pm**

<b>Ward E Trustee</b>
<b>Other Ward Trustee</b>
Aldergrove
Centennial
LaPerle
Lymburn
Lynnwood
Michael A. Kostek
Ormsby
Patricia Heights
Rio Terrace
S. Bruce Smith
Talmud Torah
Thorncliffe

## **WARD F**

**Wednesday, November 17, 2010**  
**Location – School to be determined**

**9:00 am to 12:00 pm**

<b>Ward F Trustee</b>
<b>Other Ward Trustee</b>
Alberta School for the Deaf/ Tevie Miller Allendale Centre High Garneau Grandview Heights McKernan Mount Pleasant Old Scona Parkallen

**1:00 pm to 4:00 pm**

<b>Ward F Trustee</b>
<b>Other Ward Trustee</b>
Avalon/Lendrum Lansdowne Malmo McKee Queen Alexandra Strathcona Windsor Park

## WARD G

**Thursday, November 18, 2010**  
**Location – School to be determined**

**9:00 am to 12:00 noon**

<b>Ward G Trustee</b>
<b>Other Ward Trustee</b>
Academy at King Edward King Edward Argyll Braemar Hazeldean Julia Kiniski Kenilworth L'Academie Vimy Ridge McNally Mill Creek W.P. Wagner

**1:00 pm to 4:00 pm**

<b>Ward G Trustee</b>
<b>Other Ward Trustee</b>
Avonmore Donnan Forest Heights Gold Bar Hardisty Holyrood Jackson Heights Ottewell Rutherford Velma E. Baker Waverley

## **WARD H**

**Friday, November 19, 2010**  
**Location – School to be determined**

**9:00 am to 12:00 pm**

<b>Ward H Trustee</b>
<b>Other Ward Trustee</b>
Brander Gardens
Brookside
Earl Buxton
George H. Luck
Lillian Osborne
Riverbend

**1:00 pm to 4:00 pm**

<b>Ward H Trustee</b>
<b>Other Ward Trustee</b>
D.S. MacKenzie
George P. Nicholson
Greenfield
Harry Ainlay
Keheewin
Steinhauer
Sweet Grass
Vernon Barford
Westbrook

## **WARD I**

**Thursday, November 18, 2010**  
**Location – School to be determined**

**9:00 am to 12:00 pm**

<b>Ward I Trustee</b>
<b>Other Ward Trustee</b>
Bisset
Crawford Plains
Daly Grove
Ellerslie
Kate Chegwin
Minchau
Pollard Meadows
T.D. Baker
Weinlos

**1:00 pm to 4:00 pm**

<b>Ward I Trustee</b>
<b>Other Ward Trustee</b>
Ekota
Grace Martin
Greenview
Hillview
J. Percy Page
Kameyosek
Lee Ridge
Malcolm Tweddle
Meyokumin
Meyonohk
Millwoods Christian

**Central Groups for 2009-2010 Results Review  
Trustee Subcommittee Review**

**Tuesday, November 9, 2010  
8:30 to 10:30 am**

<b>Board of Trustees</b>
<b>McCauley Chambers</b>
Superintendent of Schools
Board Administration
General Counsel

**Monday, November 15, 2010  
9:00 to 11:30 am**

<b>Trustee</b>
<b>Trustee</b>
<b>Trustee</b>
<b>Conference Room</b>
Brian Smith, Executive Director
Budget Services
Facilities Services
Blackboard Deli
Building Operations
Energy Management
Facilities Maintenance
Print Services
Financial Operations
Debt Service
Distribution Centre
Financial Systems
Insurance
Planning
Property Management
Student Transportation
Student Information
District Records & FOIP Management
Special Projects Financing
Surveys and Information Analysis

<b>Trustee</b>
<b>Trustee</b>
<b>Trustee</b>
<b>Conference Room</b>
Tanni Parker, Assistant Superintendent
Curriculum
Languages Centre at Woodcroft
Research Support Services
Resource Development
Skill Centre
Consulting Services
ERECS
Student Assessment
Teaching & Learning Support Services
Leadership Services
Out of District Placement
Programs
Archives & Museum
Bennett Centre
International Programs

**Tuesday, November 16, 2010**  
**9:00 to 11:30 am**

<b>Trustee</b> <b>Trustee</b> <b>Trustee</b>
<b>Conference Room</b>
David Fraser, Executive Director
Communications
District Technology
District Technology – Programs
Computer Centre Services
Information Technology Services
Human Resources
Human Resources Supply Services
District Information Security
Staff Development Program
Internal Audit



**School Groups for 2009-2010 Results Review  
Superintendent and Assistant Superintendent Reviews**

<b>Superintendent Edgar Schmidt</b>
Capilano Eastwood Fulton Place McCauley Parkdale

<b>Assistant Superintendent Bruce Coggles</b>
Amiskwaciy Belgravia Norwood Oliver Spruce Avenue

<b>Assistant Superintendent Mark Liguori</b>
Athlone Beacon Heights Brightview Britannia Coronation Montrose Rundle Westmount

<b>Assistant Superintendent Ron MacNeil</b>
Dan Knott Duggan Edith Rogers L.Y. Cairns Menisa Richard Secord Rideau Park Sakaw Satoo Tipaskan

<b>Assistant Superintendent Jamie Pallett</b>
Belmead Callingwood Clara Tyner Elmwood Hillcrest Metro Continuing Education Westlawn