

EDMONTON PUBLIC SCHOOLS

September 16, 2003

TO: Board of Trustees

FROM: A. McBeath, Superintendent of Schools

SUBJECT: Process for Results Review and Three-Year Planning

ORIGINATOR: A. Habinski, Executive Director, School and District Services

RESOURCE

STAFF: Mary-Ellen Deising

RECOMMENDATION

That the process and timeline for review of 2002-2003 results, review of revised 2002-2005 plans, and review of the 2004-2005 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 recommended process and timelines for the 2003-2004 school year will be similar to previous years with the exception of the implementation of a new format for results review that aligns with the format of the 2002-2005 Planning Documents.

Trustees will be advised of the inclusion of trustee initiatives into the timeline once a process has been finalized.

Appendix III identifies the proposed groupings for trustee subcommittee and superintendent review of 2002-2003 results. The groupings are the same as for the 2003-2004 plan review in May 2003. 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  
APPENDIX III - School Groups for 2002-2003 Results Review

**PROCESS AND TIMELINE**

<b>Fall/Results Review Timeline</b>	<b>Process</b>
September 17, 2003	<ul style="list-style-type: none"> <li>• Staff are advised of documentation format, results, requirements and timelines.</li> </ul>
October 2003	<ul style="list-style-type: none"> <li>• School council members and business key communicators will be invited to the review of central department results.</li> <li>• The agenda for central department meetings will include an overview by the executive director.</li> <li>• Schools will invite the chairperson of the school council to attend the subcommittee review.</li> <li>• Decision unit administrators will present results achieved and respond to questions from trustees.</li> </ul>
October 10, 2003	<ul style="list-style-type: none"> <li>• Required documentation for schools is due to the superintendent. Required documentation for central departments is due to executive director.</li> <li>• Schools and central departments receive 2003-2004 allocation based on September 30<sup>th</sup> enrolment.</li> </ul>
October 17, 2003	<ul style="list-style-type: none"> <li>• Copies of 2002-2003 Results Review documentation will be made for individual trustees for the schools and decision units to be reviewed by that trustee.</li> </ul>
October 22, 2003	<ul style="list-style-type: none"> <li>• Each central department presents its results at a public meeting to designated trustees.</li> </ul>
October 28, 2003	<ul style="list-style-type: none"> <li>• Financial specifications due.</li> </ul>
October 20 to 31, 2003	<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 or his designate.</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 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 not exceed one and one-half hours for groups of four schools and two hours for groups of more than four schools.</li> <li>b) The agenda will include:                 <ol style="list-style-type: none"> <li>i. Introductions and an outline of the process for the meeting by the hosting principal.</li> <li>ii. Opening remarks by the trustee chair. (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</li> </ol> </li> </ol> </li> </ul>

<b>Fall/Results Review Timeline</b>	<b>Process</b>
	<p>with particular reference to:</p> <ul style="list-style-type: none"> <li>- Student Achievement</li> <li>- Student, Parent &amp; Community Attitudes</li> <li>- Implications for Revised 2003-2004 Plans</li> </ul> <p>v. After each presentation there will be opportunity for questions from trustees. (5 minutes)</p> <p>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 1, 2003	<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 12, 2003	<ul style="list-style-type: none"> <li>• Trustees will have opportunity to comment on results review meetings attended.</li> </ul>
November 14, 2003	<ul style="list-style-type: none"> <li>• Results review documentation will be provided to the trustee reading room and Edmonton Public Libraries.</li> </ul>

<b>Spring/Planning Timeline</b>	<b>Process</b>
December 9, 2003	<ul style="list-style-type: none"> <li>• The board approves/affirms/amends District Priorities.</li> </ul>
by December 19, 2003	<ul style="list-style-type: none"> <li>• Schools have opportunity for input into projected enrolment for their school for the 2004-2005 school year.</li> </ul>
January 13, 2004	<ul style="list-style-type: none"> <li>• Staff groups have opportunity to present to board their recommendations for consideration to three-year plans and the preparation of the 2004-2005 operating budget.</li> </ul>
January 27, 2004	<ul style="list-style-type: none"> <li>• The 2004-2005 proposed planning base is recommended to board.</li> <li>• Changes to the basis of allocation are reported to board.</li> </ul>
February 2004	<ul style="list-style-type: none"> <li>• School council members and business key communicators will be invited to the review of central department plans.</li> <li>• The agenda for central department meetings will include an overview by the executive director.</li> <li>• Schools will invite the chairperson of the school council to attend the subcommittee review.</li> <li>• Decision unit administrators will present the plans and respond to questions from trustees.</li> </ul>
February 4, 2004	<ul style="list-style-type: none"> <li>• Schools receive budget allocations and requirements for</li> </ul>

Spring/Planning Timeline	Process
	documentation of plans.
February 6, 2004	<ul style="list-style-type: none"> <li>Central departments receive budget allocations and requirements for documentation of plans.</li> </ul>
February 24, 2004	<ul style="list-style-type: none"> <li>Required documentation for schools is due to the superintendent.</li> </ul>
February 26, 2004	<ul style="list-style-type: none"> <li>Required documentation for central departments is due to executive director.</li> </ul>
March 5, 2004	<ul style="list-style-type: none"> <li>Copies of Revised 2002-2005 plans will be made for individual trustees for the schools and decision units to be reviewed by that trustee.</li> </ul>
March 10, 2004	<ul style="list-style-type: none"> <li>Each central department presents its plans at a public meeting to designated trustees.</li> </ul>
March 8 to 19, 2004	<ul style="list-style-type: none"> <li>Each group of principals presents its plans at a public meeting to designated trustees and to the superintendent or his designate.</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 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: <ul style="list-style-type: none"> <li>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.</li> <li>b) The agenda will include: <ul style="list-style-type: none"> <li>i. Introductions and an outline of the process for the meeting by the hosting principal.</li> <li>ii. Opening remarks by the trustee chair. (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) plans with particular reference to: <ul style="list-style-type: none"> <li>- Student Achievement</li> <li>- Student, Parent &amp; Community Attitudes</li> <li>- Significant Changes</li> </ul> </li> <li>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.</li> <li>vi. <u>Other</u> (15 minutes) - other questions or items for discussion identified by trustees, principals, or others present at the meeting.</li> </ul> </li> </ul> </li> </ul>

<b>Spring/Planning Timeline</b>	<b>Process</b>
	<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 April 8, 2004	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
April 13, 2004	<ul style="list-style-type: none"> <li>• Budget Summaries binders will be provided to the superintendent and trustees.</li> <li>• The superintendent will introduce the proposed plans and budget to the board.</li> </ul>
April 27, 2004	<ul style="list-style-type: none"> <li>• The board will review plans of schools and central departments. Trustees will have an opportunity to comment on review meetings that they have attended. Leadership staff will be in attendance to provide any additional information as required.</li> </ul>
April 28, 2004	<ul style="list-style-type: none"> <li>• Budget Summaries binders will be placed in the trustee reading room and Edmonton Public Libraries.</li> </ul>

## 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.
- 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.

## School Groups for 2002-2003 Results Review Trustee Review

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

<b>W A R D  A</b>	Trustee Bill Bonko Trustee Don Fleming	Trustee Bill Bonko Trustee Gerry Gibeault
	Athlone Calder <u>Evansdale</u> Killarney	Lorelei McArthur <u>Scott Robertson</u> Wellington
	Glengarry Mee-Yah-Noh <u>Queen Elizabeth</u> Rosslyn	
<b>W A R D  B</b>	Trustee Bob Dean Trustee Bill Bonko	Trustee Bob Dean Trustee George Nicholson
	Balwin Bannerman Belmont Belvedere <u>Delwood</u>	Kildare Kirkness Londonderry <u>McLeod</u>
	Fraser <u>Homesteader</u> J.A. Fife John D. Bracco	North Edmonton <u>Princeton</u> Sifton York

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.

<p align="center"><b>Review by Ward Trustee and Trustees from Other Wards</b></p>
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W A R D  C	Trustee Lynn Odynski Trustee Bob Dean	Trustee Lynn Odynski Trustee Ray Martin
	<u>Dovercourt</u> Glendale Grovenor Winterburn	Meadowlark <u>Prince Charles</u> Ross Sheppard Sherwood
	Coronation <u>High Park</u> Inglewood Jasper Place	Edmonton Christian Westglen <u>Westlawn</u> Westmount
W A R D  D	Afton <u>James Gibbons</u> Sherbrooke Youngstown	
W A R D  D	Trustee Ray Martin Trustee Jean Woodrow	Trustee Ray Martin Trustee Gerry Gibeault
	Abbott Amiskwaciy Academy Bellevue Highlands	Delton Eastwood John A. McDougall Norwood McCauley Parkdale <u>Spruce Avenue</u>
	Riverdale Rundle <u>Victoria</u> Virginia Park	
		<u>Institutional Services</u> Mount Royal Newton



<p><b>Review by Ward Trustee and Trustees from Other Wards</b></p>
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W A R D  E	Trustee Jean Woodrow Trustee Svend Hansen	Trustee Jean Woodrow Trustee Don Fleming
	Belmead Callingwood Elmwood Lynnwood	Michael A. Kostek S. Bruce Smith <u>Talmud Torah</u> Thorncliffe
	Aldergrove LaPerle Patricia Heights <u>Rio Terrace</u>	
W A R D  F	Trustee Don Fleming Trustee Jean Woodrow	Trustee Don Fleming Trustee Lynn Odynski
	Grandview Heights <u>L.Y. Cairns</u> Lansdowne Malmo	Allendale <u>Belgravia</u> Garneau/Queen Alexandra Old Scona
	Centre High Mount Pleasant Parkallen <u>Windsor Park</u>	Alberta School for the Deaf/ Tevie Miller Lendrum <u>Oliver</u>

<b>Review by Ward Trustee and Trustees from Other Wards</b>
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W A R D  G	Trustee Svend Hansen Trustee Bob Dean	Trustee Svend Hansen Trustee George Nicholson
	Argyll <u>Avonmore</u> Capilano Clara Tyner	Julia Kiniski McNally Mill Creek/Ritchie <u>Ottewell</u>
	<u>Forest Heights</u> Gold Bar Hardisty L'Academie Vimy Ridge/Donnan	Rutherford/Idylwyld Strathearn W.P. Wagner <u>Waverley</u>
W A R D  H	Trustee George Nicholson Trustee Bill Bonko	Trustee George Nicholson Trustee Svend Hansen
	Brander Gardens <u>George H. Luck</u> Keheewin	Rideau Park Steinhauer Sweet Grass <u>Westbrook</u>
	Brookside <u>Harry Ainlay</u> Vernon Barford	

<p><b>Review by Ward Trustee and Trustees from Other Wards</b></p>
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W A R D  I	Trustee Gerry Gibeault Trustee Lynn Odynski	Trustee Gerry Gibeault Trustee Ray Martin
	Daly Grove <u>Dan Knott</u> Ekota Menisa	Meyonohk Millwoods Christian <u>Minchau</u> Pollard Meadows
	Bisset Ellerslie Hillview <u>Meyokumin</u>	Kameyosek Satoo <u>T.D. Baker</u> Weinlos

## School Groups for 2002-2003 Results Review Superintendent's Review

### Review by Superintendent

Academy at King Edward  
Avalon  
Baturyn  
Beacon Heights  
Braemar  
Brightview  
Britannia

Caernarvon  
Centennial  
Crawford Plains  
Crestwood  
D.S. MacKenzie  
Dickinsfield  
Duggan

Dunluce  
Eastglen  
Edith Rogers  
Fulton Place  
George P. Nicholson  
Glenora  
Laurier Heights

### Review by Superintendent

Grace Martin  
Greenfield  
Greenview  
Hazeldean  
Hillcrest  
Holyrood  
Horse Hill

J. Percy Page  
Jackson Heights  
John Barnett  
Kate Chegwin  
Kenilworth/Bonnie Doon  
Transition  
Kennedale/Outreach  
Kensington

Earl Buxton  
King Edward  
Lago Lindo  
Lauderdale  
Lee Ridge  
Lymburn  
M.E. LaZerte

**Review by  
Superintendent**

Major General Griesbach  
Malcolm Tweddle  
Mary Butterworth  
McKee  
McKernan  
Montrose  
Northmount

Ormsby  
Overlanders  
Parkview  
R.J. Scott/Lawton  
Richard Secord  
Riverbend  
Sakaw

**Review by  
Superintendent**

Steele Heights  
Strathcona  
Terrace Heights  
Tipaskan  
Velma E. Baker  
Westminster  
Woodcroft  
Mayfield