

DATE: September 27, 2011

TO: Board of Trustees

FROM: Edgar Schmidt, Superintendent of Schools

SUBJECT: Process and Timeline for the Review of the 2010-2011 Results and the Plans for 2011-2012

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

RESOURCE STAFF: Sandra Bassett, Cheryl Hagen

REFERENCE: Policy and Requirements for School Board Planning and Results Reporting
<https://education.alberta.ca/media/6470769/feb%202011%20school%20board%20planning%20guide%20version%202014.pdf>
Results Review <http://www.epsb.ca/policy/afa.ar.shtml>

ISSUE

The Board is required to meet government policy and requirements for school board planning and results reporting no later than November 30, 2011.

RECOMMENDATION

That the process and timeline for review of the 2010-2011 results and the 2011-2012 plans as outlined in Attachment II, be approved.

BACKGROUND

Each school year, the Board approves the process and timeline for review of the previous year's results as well as the review of the plans for the current school year. 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 2011-2012 plan. In addition Trustees will be advised of plans to address any surplus or deficit carried forward from the previous school year. Trustees will also gain an understanding of how schools and central departments will address the district priorities for 2011-2012. The requirements for these review processes are outlined in Attachment I.

RELATED FACTS

Each Trustee will review one third of the schools in their ward during the 2011-2012 school year, with all schools being reviewed over the three-year term. In addition, subcommittee meetings have been arranged so that Trustees will have an opportunity to participate in reviews in other wards of their choosing. School Trustee subcommittee meetings will be held at schools; central Trustee subcommittee meetings will be held at the Centre for Education. All subcommittee meetings will take place between November 14 and 18, 2011 and be for a maximum of 2½ hours each. School subcommittee meetings will have groupings of up to four schools.

The recommended process and timeline for review of the 2010-2011 results and the 2011-2012 plans is outlined in Attachment II.

In order to accommodate Trustee schedules and availability, central subcommittee meetings have been scheduled to take place in the afternoon following the Audit Committee meeting on November 15th. At that time Trustees will review the results and plans for the Superintendent of Schools, General Counsel, Board Administration, as well as Corporate Affairs, Finance & Infrastructure and Student Learning Services. There will be four central subcommittee meetings scheduled for a maximum of 2½ hours per session.

During the school subcommittee meetings Trustees, in collaboration with assistant superintendents, will facilitate a group dialogue. Proposed agendas for both school and central meetings are provided in Attachment III. Attachment IV identifies the proposed groupings for Trustee subcommittee reviews.

As in previous years the school decision units with 1st and 2nd year principals will be reviewed by assistant superintendents. The proposed groupings are listed in Attachment V. These meetings will be scheduled by the assistant superintendents during the period November 14 to 18, 2011.

CONSIDERATIONS & ANALYSIS

Collaboration with assistant superintendents in facilitating the school subcommittee meetings may foster relationships and enhance the dialogue with principals resulting in a more in-depth discussion and transparent accountability process.

NEXT STEPS

Upon approval of the recommended process and timeline, information will be sent to all schools and central decision units for information and action.

ATTACHMENTS & APPENDICES

ATTACHMENT I	Requirements
ATTACHMENT II	Process and Timeline
ATTACHMENT III	Proposed Agendas
ATTACHMENT IV	School and Central Groups for review of 2010-2011 results and 2011-2012 plans – Trustees Subcommittee Review
ATTACHMENT V	Schools Groups for review of 2010-2011 results and 2011-2012 plans – Assistant Superintendent Reviews

SB:kr

Requirements

Summary of Requirements for the Results Review and Three-Year Planning Process

- School boards are required to prepare business plans and annual reports for each fiscal year.
- 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.
- 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.
- Plans are developed and results reported in accordance with the district vision, mission and priorities which are in alignment with the provincial requirements.
- The format for reporting results and three-year plans is consistent among schools and among decision units.
- Results will be used to improve the quality and effectiveness of education programs provided to students and to improve student learning.
- Each school will update its education plan annually; involve the parent council in updating the plan; and post its plan on the school's or district's website.
- 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, internal and external revenues and a summary of facility and capital plans.
- 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 and posted on their website by November 30 each year.

References:

Edmonton Public Schools Board Policies and Regulations, AFA.AR, Results Review
Alberta Education, Policy and Requirements for School Board Planning and Results
Reporting April 2011

Process and Timeline

Timeline	Process
September 28, 2011	<ul style="list-style-type: none"> District staff members are advised of review requirements and timelines.
October 2011	<ul style="list-style-type: none"> Schools will invite the chairperson of the school council and other parents to attend the subcommittee review. School council members will be invited to the review of central department results.
October 14, 2011	<ul style="list-style-type: none"> Results review documentation from schools is due to assistant superintendents. Results review documentation from central departments is due to assistant superintendent/executive director.
October 21, 2011	<ul style="list-style-type: none"> Planning documentation from schools is due to assistant superintendents. Planning documentation from central departments is due to assistant superintendent/executive director.
October 28, 2011	<ul style="list-style-type: none"> Revised budget documentation from schools is due to assistant superintendents. Revised budget documentation from central departments is due to assistant superintendent/executive director.
November 9, 2011	<ul style="list-style-type: none"> Copies of 2010-2011 results review documentation will be made for all Trustees Copies of 2011-2011 planning documentation and revised budgets will be made for all Trustees
November 14 to 18, 2011	<ul style="list-style-type: none"> School Trustee Subcommittees Each group of principals presents its results at a public meeting to designated Trustees. Minutes of the meetings will be kept, including a record of questions and responses. The minutes will be made available to all Trustees.
November 14 to 18, 2011	<ul style="list-style-type: none"> Assistant Superintendent Subcommittees First and second year principals present their results to designated assistant superintendents.
November 15, 2011	<ul style="list-style-type: none"> Central Trustee Subcommittees Each central department presents its results at a public meeting to designated Trustees. Minutes of the meetings will be kept, including a record of questions and responses. The minutes will be made available to all Trustees.
By November 25, 2011	<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, 2011	<ul style="list-style-type: none"> Trustees will have an opportunity to comment on subcommittee review meetings attended at a public Board meeting.

Timeline	Process
December 9, 2011	<ul style="list-style-type: none"> • Results review documentation, plans and revised budgets will be posted on the district website.
Other Important Dates	
October 19, 2011	<ul style="list-style-type: none"> • Schools receive 2011-2012 allocations based on September 30th enrolment.
October 19, 2011	<ul style="list-style-type: none"> • Central departments receive 2011-2012 allocations.

PROPOSED AGENDAS

SCHOOL TRUSTEE SUBCOMMITTEE MEETINGS

OPTIONAL MORNING MEETINGS

- Prior to school sub-committee meetings, Trustees and assistant superintendents may choose to meet briefly to review pertinent information and discuss any issues or concerns that may arise during the review of school results and plans.

SCHOOL REVIEWS

- Welcome, introductions, and overview of the process by the Trustee. (5 min.)
- Each principal will introduce themselves and any staff, students, parents or community members in attendance. (5 min)
- Trustees and assistant superintendents will then facilitate a group discussion by posing a number of general questions related to district priorities. (20 min)
- Each principal will have an opportunity to highlight results as well as key initiatives in their 2011-2012 plan. Principals will respond to individual questions from Trustees. (25 minutes per school)
- Break after the 1st school presentation. (15 min)
- The Trustee will make final remarks and close the meeting. (5 min.)

LUNCH

- There will be a 1 ½ hour break between the a.m. and p.m. sessions to allow time for lunch and travel time to the host school for the afternoon session
- There is no expectation that schools provide lunch for Trustees or assistant superintendents

CENTRAL TRUSTEE SUBCOMMITTEE MEETINGS

- Welcome, introductions, and overview of the process by the Chairperson. (5 min.)
- The superintendent, executive director or assistant superintendent will introduce themselves and any staff in attendance. (5 min)
- Trustees will then facilitate a group discussion by posing a number of general questions related to district priorities. (20 min)
- The superintendent, executive director or assistant superintendent will have an opportunity to highlight results as well as key initiatives in their 2011-2012 plan. DU staff members will respond to individual questions from Trustees. (1½ hours for the presentation and questions plus a 15 minute break)
- The Chairperson will make final remarks and close the meeting. (5 min.)

**School and Central Groups for Review of 2010-2011 Results and 2011-2012 Plans
Trustee Subcommittee Review**

Monday, November 14, 2011

Ward A	Ward B	Ward E
9:00 to 11:30 am Host School: Baturyn	9:00 to 11:30 am Host School: Homesteader	9:00 to 11:30 am Host School: Aldergrove
Trustee Cheryl Johner Assistant Superintendent Bruce Coggles	Trustee Ken Shipka Assistant Superintendent Mark Liguori	Trustee Heather MacKenzie Assistant Superintendent Jamie Pallett
Baturyn Caernarvon Calder Dunluce	Belmont Belvedere Fraser Homesteader	Aldergrove Callingwood Lynwood

Ward A	Ward B	Ward E
1:00 to 3:30 pm Host School: Florence Hallock	1:00 to 3:30 pm Host School: Edmonton Christian NE	1:00 to 3:30 pm Host School: Centennial
Trustee Cheryl Johner Assistant Superintendent Bruce Coggles	Trustee Ken Shipka Assistant Superintendent Ron MacNeil	Trustee Heather MacKenzie Assistant Superintendent Jamie Pallett
Dickinsfield Elizabeth Finch Evansdale Florence Hallock	Balwin Edmonton Christian NE John D. Bracco Outreach Programs	Centennial Talmud Torah Thorncliffe

**School and Central Groups for Review of 2010-2011 Results and 2011-2012 Plans
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Wednesday, November 16, 2011

Ward D	Ward C	Ward G
9:00 to 11:30 am Host School: McDougall	9:00 to 11:30 am Host School: Coronation	9:00 to 11:30 am Host School: Donnan
Trustee Dave Colburn Assistant Superintendent Bruce Coggles	Trustee Christopher Spencer Assistant Superintendent Mark Liguori	Trustee Sarah Hoffman Assistant Superintendent Jamie Pallett
John A. McDougall Delton Riverdale	Afton Coronation Dovercourt	Donnan Forest Heights Gold Bar Hazeldean

Ward I	Ward C	Ward G
1:00 to 3:30 pm Host School: Hillview	1:00 to 3:30 pm Host School: Prince Charles	1:00 to 3:30 pm Host School: A. Blair McPherson
Trustee Leslie Cleary Assistant Superintendent Ron MacNeil	Trustee Christopher Spencer Assistant Superintendent Mark Liguori	Trustee Sarah Hoffman Assistant Superintendent Jamie Pallett
Ekota Greenview Hillview	Crestwood Glendale Prince Charles	A. Blair McPherson Academy at King Edward/King Edward Braemar Kenilworth

**School and Central Groups for Review of 2010-2011 Results and 2011-2012 Plans
Trustee Subcommittee Review**

Thursday, November 17, 2011

Ward F	Ward H	Ward I
9:00 to 11:30 am Host School: Brander Gardens	9:00 to 11:30 am Host School: Keheewin	9:00 to 11:30 am Host School: Crawford Plains
Trustee Michael Janz Assistant Superintendent Bruce Coggles	Trustee Catherine Ripley Assistant Superintendent Ron MacNeil	Trustee Leslie Cleary Assistant Superintendent Mark Liguori
Brander Gardens Brookside Earl Buxton Garneau	George P. Nicholson Greenfield Keheewin	Bisset Crawford Plains Daly Grove

Ward F	Ward H	Ward I
1:00 to 3:30 pm Host School: L.Y. Cairns	1:00 to 3:30 pm Host School: Esther Starkman	1:00 to 3:30 pm Host School: Weinlos
Trustee Michael Janz Assistant Superintendent Ron MacNeil	Trustee Catherine Ripley Assistant Superintendent Bruce Coggles	Trustee Leslie Cleary Assistant Superintendent Mark Liguori
Alberta School for the Deaf/Tevie Miller L.Y. Cairns McKernan Windsor Park	Esther Starkman Johnny Bright	Ellerslie T.D. Baker Weinlos

**School and Central Groups for Review of 2010-2011 Results and 2011-2012 Plans
Trustee Subcommittee Review**

Friday, November 18, 2011

Ward C

9:00 to 11:30 am Host School: Britannia
Trustee Christopher Spencer Assistant Superintendent Mark Liguori
Britannia Edmonton Christian West Ross Sheppard James Gibbons/Stratford

Ward D

9:00 to 11:30 am Host School: Glenrose
Trustee Dave Colburn Assistant Superintendent Jamie Pallett
Aspen Program Lawton Glenrose

**School and Central Groups for Review of 2010-2011 Results and 2011-2012 Plans
Trustee Subcommittee Review**

**Tuesday, November 15, 2011
1:00 to 3:30 pm**

Trustee Sarah Hoffman Trustee Heather MacKenzie
McCauley Chambers
Superintendent of Schools Board Administration General Counsel

Trustee Christopher Spencer Trustee Catherine Ripley
Conference Room
David Fraser, Executive Director Corporate Services Communications District Foundation District Records & FOIP District Technology Human Resources

Trustee Michael Janz Trustee Ken Shipka
Conference Room
Brian Smith, Executive Director Finance & Infrastructure Facilities Services Financial Operations Planning

Trustee Lesley Cleary Trustee Cheryl Johner
Conference Room
Tanni Parker, Assistant Superintendent Student Learning Services Executive Services Inclusive Learning Projects and Research Support for Staff and Students

Note: The Board Chairman has the option to attend any of the central Trustee subcommittee meetings.

**School Review of 2010-2011 Results and 2011-2012 Plans
Assistant Superintendents**

November 14 – 18, 2011

Assistant Superintendent Mark Liguori
Athlone Beacon Heights Brightview Grovenor Mount Royal/Virginia Park Rundle Westmount

Assistant Superintendent Ron MacNeil
Delwood Duggan Edith Rogers Grace Martin Horse Hill Menisa Richard Secord Steinhauer

Assistant Superintendent Jamie Pallett
Belmead Clara Tyner Elmwood Metro Continuing Education Rio Terrace Westlawn

Assistant Superintendent Bruce Coggles
Amiskwaciy Academy Belgravia Lauderdale Norwood Oliver