

DATE: September 26, 2023

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Process and Timeline for the Fall Review of the 2022-2023 Results and the 2023-2024 Plans

ORIGINATOR: Nancy Petersen, Managing Director, Strategic Division Supports

RESOURCE STAFF: Anne Belley, Heather Langenhahn, Soleil Surette

REFERENCE: [Education Act](#) Section 33 (1) (b & c)
[Administrative Regulation AFA.AR - Results Review](#)

ISSUE

Under the provincial Assurance Framework, school board planning and results review reporting process is conducted annually and should be completed before the last Board of Trustees meeting in November. To assist Division staff and the Board of Trustees with this work, Administration prepared a process and timeline for approval by the Board of Trustees.

BACKGROUND

The Board of Trustees approves the process and timeline for review of the previous year's results, as well as the review of the plans established for the current school year. Through discussions, they have an opportunity to learn about the results achieved by schools and central decision units and the implications those results may have for Board of Trustee work plans. They also gain an understanding of how schools and central decision units will develop their plans in support of Division priorities.

Schools and central decision units will report on their results (Attachment II) achieved from the goals that were established for 2022-2023. They will also identify the biggest challenges and improvement opportunities that will impact their 2023-2024 plans, which will detail at least two goals for the upcoming school year that align with the Division's Strategic Plan (Attachment III).

RELATED FACTS

- School Trustee subcommittee meetings have been scheduled to take place November 15-17, 2023. During these meetings, Trustees, in collaboration with assistant superintendents, will facilitate a group dialogue. Proposed agendas and guiding questions for both school and central meetings are provided in Attachment IV.
- To support planning for this year's Results Review schedule, dates were identified and held in calendars at the end of the school year. This year's proposed schedule was built around these dates (Attachment V).
- Attachment V also identifies the proposed groupings (based on Trustee ward) for Trustee subcommittee reviews. This schedule is finalized in September and accounts for changes in school principalship.
- Central subcommittee meetings have been scheduled to take place November 22 and 23, 2023. There will be three central subcommittee meetings scheduled for a maximum of two and a half

hours per session.

- The Superintendent will present the Division’s results as part of the Annual Education Results Review (AERR) at the public Board meeting on November 28, 2023.
- As in previous years, schools with first- and second-year principals will be reviewed by assistant superintendents. These meetings will be scheduled by the assistant superintendents prior to November 30, 2023.
- Results Review meetings are planned to be held in person at suggested host schools which are highlighted in blue on the schedule (Attachment V). Schools are encouraged to invite students, parents and key community partners to these meetings to listen and support the conversation, where appropriate.

RECOMMENDATION

- 1. That the process and timeline for the 2022-2023 Results Review and the 2023-2024 Plans as outlined in Attachment I, be approved.**

NEXT STEPS

If approved by the Board of Trustees, the 2022-2023 Results Review and the 2023-2024 Plans process and timeline will be communicated to principals and central decision unit leaders.

ATTACHMENTS and APPENDICES

ATTACHMENT I	Process and Timeline for the 2022-2023 Results Review and 2023-2024 Plans (Calendar)
ATTACHMENT II	2022-2023 Results Review - document template
ATTACHMENT III	2023-2024 Plans - document template
ATTACHMENT IV	Proposed Agenda
ATTACHMENT V	Proposed Schedule for the School and Central Decision Units 2022-2023 results reviews and 2023-2024 plans – Trustees Subcommittee Review

NP:ss

**PROCESS & TIMELINE CALENDAR
2022-2023 RESULTS REVIEW & 2023-2024 PLANS
ATTACHMENT I**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
SEP					1	2
3	4 LABOUR DAY	5 First Day of Classes	6	7	8	9
10	11	12 BOARD 2:00 PM	13	14	15	16
17	18	19	20	21	22	23
24	25 PD DAY – no students	26 BOARD 2:00 PM	27	28	29	30 NATIONAL DAY FOR TRUTH AND RECONCILIATION
OCT	2	3	4 Enrolment File to Budget & Funding	5	6 BPS opens for Results Review and Planning	7
8	9 THANKSGIVING	10 BOARD 2:00 PM	11	12	13	14
15	16 BPS opens for fall budget	17	18 PSBAA Fall Conference & AGM	19 PSBAA Fall Conference & AGM	20 PSBAA Fall Conference & AGM	21
22	23	24 BOARD 2:00 PM	25	26	27 Budget, Results Review and Planning due in BPS	28
29	30	31	1	2	3	4
NOV	6 Target date to distribute Results Review & Plans to Trustees & Assistant Superintendents	7 BOARD 2:00 PM	8	9 TEACHER'S DAY IN LIEU (no teachers or students)	10 NON-INSTRUCTIONAL DAY (no teachers or students)	11 REMEMBRANCE DAY
12	13 NON-INSTRUCTIONAL DAY (no teachers or students)	14 PD DAY – no students	15 School Results Review	16 School Results Review	17 School Results Review	18
19 ASBA Fall General Meeting	20 ASBA Fall General Meeting	21 ASBA Fall General Meeting	22 Central Results Review	23 Central Results Review	24 Audit Committee Presentation of Audited Financial Statements	25
26	27	28 BOARD 2:00 PM	29	30 AERR is uploaded to the Alberta Education, including Audited Financial Statements		
		Audited Financial Statements presented to Board				

**PROCESS & TIMELINE DETAIL
2022-2023 RESULTS REVIEW & 2023-2024 PLANS
ATTACHMENT I**

TIMELINE	PROCESS
October 6, 2023	BPS opens for Results Review and Planning
October 16, 2023	BPS opens for fall budget
October 27, 2023	Budget, Results Review and Planning due in BPS
November 6, 2023	Target date to distribute Results Review & Plans to Trustees and Assistant Superintendents
November 15, 16, 17, 2023	School Results Review Meetings
November 22 & 23, 2023	Central Results Review Meetings

RESULTS REVIEW TEMPLATE

Reporting on the 2022-2023 School Year

Division Priorities 2022-2026

1. Build on outstanding learning opportunities for all students.
2. Advance actions towards anti-racism and reconciliation.
3. Promote a comprehensive approach to student and staff well-being and mental health.

Based on the SMART goals that were established for 2022-2023, report on the results you achieved (with evidence, including referencing the school's Assurance Measures results, if applicable) and describe how achievement of the goal supports the above Division's Priorities (reference the priority number in your response).

SMART Goal #1: *goal will be imported from the 2022-2023 Plans*

Results Achieved:

SMART Goal #2: *goal will be imported from the 2022-2023 Plans*

Results Achieved:

SMART Goal #3: *goal will be imported from the 2022-2023 Plans*

Results Achieved:

Challenges:

What were the biggest challenges encountered in 2022-2023?

Improvement Opportunities:

What are the opportunities for improvement from 2022-2023 that will inform your plan for 2023-2024?

PLANS TEMPLATE

Planning the 2023-2024 School Year

Division Priorities 2022-2026

1. Build on outstanding learning opportunities for all students.
2. Advance actions towards anti-racism and reconciliation.
3. Promote a comprehensive approach to student and staff well-being and mental health.

In reflecting on our work towards continuous improvement as a Division, five reflective questions have been included in the Budget Planning Guide as a resource to help inform goal setting: Goals must align with 2022-2026 Division Priorities. All schools are to set two goals with one being in support of Priority 1. Schools also have the flexibility of setting an optional third goal. All Central DU's are to set two or three goals and indicate the priority area each goal supports.

Goal #1:

What data will you use to track continuous improvement?

Goal #2:

What data will you use to track continuous improvement?

Goal #3 (optional):

What data will you use to track continuous improvement?

AGENDA
TRUSTEE SUBCOMMITTEE MEETINGS
2022-2023 RESULTS REVIEW &
2023-2024 PLANNING

1. Welcome by the Trustee and introductions by the Assistant Superintendent. (3 min.)
2. Introductions by Principals/Central DU executive of any staff, students, parents or community members in attendance. (4 min.)
3. Introductory remarks by the Trustee (5 min.)
4. Group discussion facilitated by the Trustee and Assistant Superintendent. (2 hours.)
5. Break where appropriate. (10 min.)
6. Final remarks and closing of the meeting by the Trustee. (5 min.)

LUNCH

- There will be a 1 to 1 ½ hour break between the a.m. and p.m. sessions to allow time for lunch.



**SCHOOL/CENTRAL REVIEW 2022-2023 RESULTS
AND 2023-2024 PLANS
POTENTIAL SPEAKING NOTES FOR THE
CHAIRPERSON, TRUSTEE SUBCOMMITTEE**

Suggested Trustee Welcome and Introductions

We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and traveling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

My name is () and I am pleased to welcome each of you to the Trustee subcommittee review of the 2022-2023 results and the 2023-2024 plans. I am going to begin by calling upon the Assistant Superintendent to introduce each principal who will in turn introduce staff, students, parents as well as any community members who are with us today.

Suggested Trustee Opening Remarks

The Board of Trustees is elected to represent the public and is responsible and accountable to the public and to the provincial government for the expenditure of the Division's annual budget.

In collaboration with staff, students, parents and the general public, the Board established the Division's vision, mission and priorities. A Division plan was then developed to align with, and support these priorities.

As part of the accountability process, Trustees have the opportunity to review the results of schools from the previous year, and to learn about the plans for the current school year in support of the overall Division Priorities. This helps us formulate a better picture of what is happening not only in your school but in all schools across the Division. These meetings allow Trustees to hear about:

- A success story from the 2022-2023 school year demonstrating progress towards a goal area.
- Where there remains opportunity for continuous improvement; this may include sharing unanticipated barriers or challenges.
- What the plans/goals are for the 2023-2024 school year.

I would now like to call upon the principal of each school to start the discussion by: (for example using the suggested common question #1 from below) highlighting a goal that was established last year in their school plan around Priority 1. If possible, please refer to any measure that supports your results.

RECOMMENDED FORMAT

Please note the following suggested format is provided as a guide to support Trustees in facilitating Results Review conversations and also to support consistency among all the results review meetings. For these conversations, please:

- Approach Results Review as conversation-based dialogue versus a formal presentation

- It would be helpful at the start of the meeting, to remind people that the purpose of Results Review is to look back on the 2022-2023 school year and to look ahead to the new school based on these results.
- Set a tone that promotes safety/openness for schools to share both successes and any challenges that may have been encountered
- Build the conversation around the uploaded results review document, with no additional documents to be provided.

While Trustees may ask any questions they have or seek further clarification around a response, the suggested common questions outlined below are intended to help with consistency across Results Review. These questions are shared with schools in advance to support principals in being adequately prepared to respond.

Suggested Common Questions:

1. **2022-2026 Strategic Plan Priority 1 focused question:**
 - Reflecting on any available data or other local measures, discuss an area of success or the progress achieved related to this goal. This discussion should include highlighting intentional actions that contributed to the progress made and implications for potential next steps.
2. **Second question reflecting on any area of last year's results:**
 - Reflecting on any available data or other local measures, share what is the greatest opportunity for continued improvement this coming school year. This discussion should include a summary of what progress was observed and potential next steps to support continued growth in this area.
3. **Shifting ahead to the 2023-2024 school year:** *This is an opportunity to look ahead to the new school year. Ask each principal to reflect upon how their results and current progress informed the development of their 2023-2024 school plan and invite them to share one goal from their plan. This discussion should include a brief summary of the data they looked at, the actions they are taking to support progress and what will be their evidence of success.*

Each schools' goal will align with one of (not necessarily all three of) the three priority areas of the 2022-2026 Strategic Plan:

1. **Priority 1: Build on outstanding learning opportunities for all students:**
 - a. As you have built relationships with students and gotten to know where they are at in their learning, what have you observed?
 - b. What do we need to prioritize in education as we look to the future and aspire to "empower(s) each student to live a life of dignity, fulfillment, empathy and possibility".
2. **Priority 2: Advance action towards anti-racism and reconciliation:**
 - a. Last spring the Division released its Anti-racism and Equity Action Plan Year One Update. Where is your school on its path in support of this work?
 - b. What's in place that supports First Nation, Métis and Inuit education and self-identified First Nations, Métis and Inuit student success within your school community?
3. **Priority 3: Promote a comprehensive approach to student and staff well-being and mental health:**
 - a. These past few years have been challenging. Coming back from the summer break, how are your students doing? How are your staff? What is your school community looking forward to?
 - b. What things are in place that support positive mental health and well-being?

- c. How can we, as Trustees, advocate to help support the mental health needs of your school community?
4. **Advocacy:** Part of the role of Trustee is advocacy in support of high quality public education. When you think about the needs of your students, the students across your catchment and the Division's work in support of 115,000 plus students, are there key areas that require support or solutions that the Board should be aware of?
5. **Community connections:** How have relationships with community members helped to enhance learning or wellbeing for your school community?
6. **Questions for guests:** If there is time, questions could be posed to some of the guests attending the Results Review. Some possible questions are:
- Students:
 - What helps you to be successful in your learning?
 - What are you most looking forward to this school year?
 - Parents:
 - How has the school provided you with opportunities to be involved in your child's learning?
 - What is your child looking forward to this school year?
 - Community member:
 - Tell us about the work you do with the students at _____ school.

Schools and Central DU's Review of the 2022-2023 Results and the 2023-2024 Plans
Trustee Subcommittee Review

Wednesday, November 15, 2023
9:00 To 11:30 AM

WARD A	WARD B	WARD F	WARD I
9:00 TO 11:30 AM	9:00 TO 11:30 AM	9:00 TO 11:30 AM	9:00 TO 11:30 AM
TRUSTEE: Sherri O'Keefe WARD A	TRUSTEE: Marsha Nelson WARD B	TRUSTEE: Julie Kusiek WARD F	TRUSTEE: Jan Sawyer WARD I
<u>ASSISTANT SUPERINTENDENT(S):</u> Andrea Cooper	<u>ASSISTANT SUPERINTENDENT(S):</u> Liz Yule	<u>ASSISTANT SUPERINTENDENT(S):</u> Ron Thompson	<u>ASSISTANT SUPERINTENDENT(S):</u> Kent Pharis
<u>SCHOOLS:</u> Northmount Queen Elizabeth Rosslyn Scott Robertson	<u>SCHOOLS:</u> Bannerman Homesteader John D. Bracco Overlanders	<u>SCHOOLS:</u> Alberta School for the Deaf/Tevie Miller Avalon Grandview Heights McKee	<u>SCHOOLS:</u> kisewatiswin Menisa Pollard Meadows* Svend Hansen* <small>*School is part of Ward I but reports to Andrea Cooper's leadership group</small>

Highlighted school will be hosting results review

Schools and Central DU's Review of the 2022-2023 Results and the 2023-2024 Plans
Trustee Subcommittee Review

Wednesday, November 15, 2023
1:00 To 3:30 PM

WARD A	WARD B	WARD D	WARD G
1:00 TO 3:30 PM	1:00 TO 3:30 PM	1:00 TO 3:30 PM	1:00 TO 3:30 PM
TRUSTEE: Sherri O'Keefe WARD A	TRUSTEE: Marsha Nelson WARD B	TRUSTEE: Trisha Estabrooks WARD D	TRUSTEE: Saadiq Sumar WARD G
<u>ASSISTANT SUPERINTENDENT(S):</u> Andrea Cooper	<u>ASSISTANT SUPERINTENDENT(S):</u> Ron Thompson	<u>ASSISTANT SUPERINTENDENT(S):</u> Liz Yule	<u>ASSISTANT SUPERINTENDENT(S):</u> Kent Pharis
<u>SCHOOLS:</u> Dunluce Florence Hallock Institutional Services Outreach Programs	<u>SCHOOLS:</u> Dr. Donald Massey Edmonton Christian NE McLeod Steele Heights	<u>SCHOOLS:</u> Beacon Heights Eastglen Hardisty* Ivor Dent <small>*School is part of Ward D but reports to Andrea Cooper's leadership group</small>	<u>SCHOOLS:</u> Greenview Hillview Kameyosek Meyonohk

Highlighted school will be hosting results review

Schools and Central DU's Review of the 2022-2023 Results and the 2023-2024 Plans
Trustee Subcommittee Review

Thursday, November 16, 2023
9:00 To 11:30 AM

WARD C	WARD E	WARD F	WARD G
9:00 TO 11:30 AM	9:00 TO 11:30 AM	9:00 TO 11:30 AM	9:00 TO 11:30 AM
TRUSTEE: Marcia Hole WARD C	TRUSTEE: Dawn Hancock WARD E	TRUSTEE: Julie Kusiek WARD F	TRUSTEE: Saadiq Sumar WARD G
<u>ASSISTANT SUPERINTENDENT(S):</u> Kent Pharis	<u>ASSISTANT SUPERINTENDENT(S):</u> Liz Yule	<u>ASSISTANT SUPERINTENDENT(S):</u> Ron Thompson	<u>ASSISTANT SUPERINTENDENT(S):</u> Andrea Cooper
<u>SCHOOLS:</u> Mayfield Michael Phair* Ross Sheppard Westminster *School is part of Ward C but reports to Liz Yule's leadership group	<u>SCHOOLS:</u> Kim Hung Lymburn Michael A. Kostek S. Bruce Smith	<u>SCHOOLS:</u> Richard Secord Sweet Grass Vernon Barford Westbrook	<u>SCHOOLS:</u> A. Blair McPherson Bisset Julia Kiniski Kate Chegwin

Highlighted school will be hosting results review

Schools and Central DU's Review of the 2022-2023 Results and the 2023-2024 Plans
Trustee Subcommittee Review

Thursday, November 16, 2023
1:00 To 3:30 PM

WARD E	WARD F	WARD G
1:00 TO 3:30 PM	1:00 TO 3:30 PM	1:00 TO 3:30 PM
TRUSTEE: Dawn Hancock WARD E	TRUSTEE: Julie Kusiek WARD F	TRUSTEE: Saadiq Sumar WARD G
<u>ASSISTANT SUPERINTENDENT(S):</u> Liz Yule	<u>ASSISTANT SUPERINTENDENT(S):</u> Kent Pharis	<u>ASSISTANT SUPERINTENDENT(S):</u> Andrea Cooper
<u>SCHOOLS:</u> Elmwood James Gibbons Jasper Place Meadowlark	<u>SCHOOLS:</u> Brookside Earl Buxton George H. Luck Riverbend	<u>SCHOOLS:</u> Ottewell Velma E. Baker Waverly

Highlighted school will be hosting results review

Schools and Central DU's Review of the 2022-2023 Results and the 2023-2024 Plans
Trustee Subcommittee Review

Friday, November 17, 2023
9:00 To 11:30 AM

WARD A	WARD B	WARD H
9:00 TO 11:30 AM	9:00 TO 11:30 AM	9:00 TO 11:30 AM
<i>TRUSTEE:</i> Sherri O'Keefe WARD A	<i>TRUSTEE:</i> Marsha Nelson WARD B	<i>TRUSTEE:</i> Jan Sawyer WARD H
<i>ASSISTANT SUPERINTENDENT(S):</i> Kent Pharis	<i>ASSISTANT SUPERINTENDENT(S):</i> Ron Thompson	<i>ASSISTANT SUPERINTENDENT(S):</i> Liz Yule
<i>SCHOOLS:</i> Athlone Elizabeth Finch Hilwie Hamdon	<i>SCHOOLS:</i> Balwin Londonderry M. E. LaZerte York	<i>SCHOOLS:</i> Dr. Lila Fahlman Garth Worthington Joey Moss Johnny Bright

Highlighted school will be hosting results review

Schools and Central DU's Review of the 2022-2023 Results and the 2023-2024 Plans
Trustee Subcommittee Review

Wednesday, November 22, 2023
9:00 To 11:30 AM

CENTRAL RESULTS REVIEW
9:00 TO 11:30 AM
TRUSTEES: Dawn Hancock Trisha Estabrooks
<i>Darrel Robertson, Superintendent</i> <i>Kathy Muhlethaler</i> <i>Assistant Superintendent, Instructional and Strategic Division Supports</i>
<u>DECISION UNITS:</u> Communications Instructional Supports <ul style="list-style-type: none">● Specialized Learning Supports (SLS)● Curriculum Learning Supports Strategic Division Supports

Schools and Central DU's Review of the 2022-2023 Results and the 2023-2024 Plans
Trustee Subcommittee Review

Wednesday, November 22, 2023

1:00 To 3:30 PM

CENTRAL RESULTS REVIEW
1:00 TO 3:30 PM
TRUSTEES: Julie Kusiak Marsha Nelson Jan Sawyer
<i>Darrel Robertson, Superintendent</i> <i>Todd Burnstad, Chief Financial Officer</i> <i>Grace Cooke, General Counsel</i> <i>Angela Anderson, Chief Human Resources Officer</i>
<u>DECISION UNITS:</u> Financial Services General Counsel ● Division Support Services Human Resources

Schools and Central DU's Review of the 2022-2023 Results and the 2023-2024 Plans
Trustee Subcommittee Review

Thursday, November 23, 2023
9:00 To 11:30 AM

CENTRAL RESULTS REVIEW
9:00 TO 11:30 AM
TRUSTEES: Sherri O'Keefe Marcia Hole Saadiq Sumar
<i>Darrel Robertson, Superintendent</i> <i>Cliff Richard</i> <i>Chief Infrastructure and Technology Officer</i>
<u>DECISION UNITS:</u> Infrastructure Technology & Information Management