



# AGENDA

## BOARD OF TRUSTEES

Michelle Draper  
Board Chair


Ray Martin  
Board Vice-Chair

Sherry Adams  
Orville Chubb  
Ken Gibson  
Nathan Ip  
Michael Janz  
Cheryl Johner  
Bridget Stirling

Edmonton School District No. 7  
One Kingsway  
Edmonton, Alberta

McCauley Chambers  
Tuesday, March 7, 2017  
2:00 p.m.

### Board Meeting #10

- A. O Canada 
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Minutes:
  1. DRAFT – Board Meeting #9 – February 28, 2017
- G. Recognition
  2. Edwin Parr Teacher Award  
(Information)  
*Note: 30 minutes is required for this item.*
- H. Comments from the Public and Staff Group Representatives  
*(NOTE: Pre-registration with the Board Office [780-429-8443] is required by 4:30 p.m. on Monday, March 6, 2017 to speak under this item.)*
- I. Reports:
  3. Strategic Plan Update – Quality Infrastructure for All  
(Information – Presentation)  
*Note: 30 minutes is required for this item.*
  4. Process and Timeline for the 2017-2018 Budget  
(Recommendation)
  5. Staff Group Budget Presentations re 2017-2018 Budget  
**(NO ENCLOSURE)**  
*Note: 45 minutes is required for this item.*
    - Edmonton Public Teachers 3:00 – 3:15 p.m.
    - CUPE Local 474 (Custodial) 3:15 – 3:30 p.m.
    - CUPE Local 3550 (Support Staff) 3:30 – 3:45 p.m.
- J. Other Committee, Board Representative and Trustee Reports

- K. Trustee and Board Requests for Information**
- L. Notices of Motion**
- M. Meeting Dates**
- N. Adjournment**

**MINUTE BOOK****Board Meeting #9**

Minutes of the Board Meeting of the Trustees of the Edmonton School District No. 7 of the Province of Alberta held in McCauley Chambers in the Centre for Education on Tuesday, February 28, 2017 at 2:00 p.m.

**Present:****Trustees**

Orville Chubb  
Michelle Draper  
Ken Gibson

Nathan Ip  
Michael Janz  
Cheryl Johnner

Ray Martin  
Bridget Stirling

**Student Trustees**

Jacob Dunn

Molly French

Andrew Li

**Officials**

Angela Anderson  
Lisa Austin  
Todd Burnstad  
Grace Cooke  
Ron MacNeil

Karen Mills  
Leona Morrison  
Kathy Muhlethaler  
Lorne Parker  
Nancy Petersen

Kent Pharis  
Darrel Robertson  
Mike Suderman

**Board Chair:** Michael Janz

**Recording Secretary:** Shirley Juneau

**Staff Group Representatives**

Edmonton Public Teachers – Nels Olsen, President  
CUPE Local 3550 – Carol Chapman, President and Janis Zielke, Vice President  
CUPE Local 474 – John Vradenburgh, President

Board Chair Janz called the meeting to order with recognition that we are on Treaty 6 Territory, a traditional meeting grounds, gathering place, and travelling 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.

A. O Canada 

B. **Roll Call:** (2:00 p.m.)

### **MINUTE BOOK**

The Superintendent advised that Trustee Adams was absent. All other Trustees were present.

#### **C. Approval of the Agenda**

**MOVED BY Trustee Ip:**

**“That the agenda for the February 28, 2017, board meeting be approved as printed.”  
(UNANIMOUSLY CARRIED)**

#### **D. Communications from the Board Chair**

Board Chair Janz advised that effective February 28, 2017, he is resigning from the position of Board Chair. He clarified that he is not resigning from the Board and will continue to serve as Trustee for Ward F.

#### **Election of Board Chair**

Board Chair Janz called for nominations for the position of Board Chair.

Trustee Ip nominated Trustee Draper.

Board Chair Janz, seeing that there were no further nominations, advised that Trustee Draper was elected by acclamation as Board Chair for the remainder of the 2016-2017 school year until the Organizational Board meeting in October 2017.

#### **Election of Board Vice-Chair**

Board Chair Draper called for nominations for Board Vice-Chair.

Trustee Stirling nominated Trustee Martin.

Board Chair Draper, seeing that there were no further nominations, advised that Trustee Martin was elected by acclamation as Board Chair for the remainder of the 2016-2017 school year until the Organizational Board meeting in October 2017.

#### **E. Communications from the Superintendent of Schools**

The Superintendent acknowledged Trustee Michael Janz, who stepped down as Board Chair to focus on being a Dad. The Superintendent thanked him for his service as Board Chair and assured him that his new role will be the most fulfilling and worthwhile one he'll ever have.

The Superintendent congratulated Trustees Michelle Draper and Ray Martin, who were elected by their colleagues to serve as Board Chair and Vice Chair respectively for the remainder of the term.

### **MINUTE BOOK**

The Superintendent stated that the Board has done exceptional work during their term and that it is a privilege to serve them.

The Superintendent welcomed Garret Doll, Senior Manager Field Services from Alberta Education to the Board meeting.

The Superintendent commented on an article featured in the Edmonton Journal regarding assessment at the high school level. He shared that he is proud of and confident in the work of the District's teachers that is being done in all divisions to assess student work and understanding of the curriculum. The Superintendent stated that the District has an excellent *Standard for Evaluation Administrative Regulation* in place outlining the expectations of the District around assessment and a *Guide for Communicating Student Achievement and Growth*. The Superintendent shared that staff work collectively to refine the assessment practice from those foundations and said that effective assessment is at the heart of great teaching.

The Superintendent also stated that the District is always striving to improve its practices based on data, research and experience and that Edmonton Public Schools' teachers demonstrate sound professional judgment every day and use that judgment to move students across the finish line. The Superintendent expressed that for that reason and a thousand others, the teachers have his support and gratitude.

#### **F. Minutes**

1. Board Meeting #8 – February 14, 2017

#### **MOVED BY Trustee Chubb:**

**"That the minutes of Board Meeting #8 held February 14, 2017 be approved as amended." (UNANIMOUSLY CARRIED)**

#### **G. Comments from the Public and Staff Group Representatives**

There were no registered speakers for this item.

#### **H. Reports**

2. Report #2 of the Caucus Committee (From the Meeting Held February 14, 2017)

Information was received regarding actions taken at the February 14, 2017 Caucus Committee meeting.

3. Student Senate 2016-2017 Work Plan

Information was provided regarding the Student Senate 2016-2017 work plan.

### **MINUTE BOOK**

Board Chair Draper thanked the Student Senate for their commitment to their work and to the Administration for their ongoing support of this initiative.

4. Second, and Third and Final Reading of Board Policy IJA.BP Electioneering and Politically Motivated Communications

**MOVED BY Trustee Stirling:**

**“That Board Policy IJA.BP Electioneering and Politically Motivated Communications be read for the second time”. (UNANIMOUSLY CARRIED)**

**MOVED BY Trustee Stirling:**

**“That Board Policy IJA.BP Electioneering and Politically Motivated Communications be read for the third and final time”. (UNANIMOUSLY CARRIED)**

5. Motion re Designation of Education Property Taxes

Trustee Gibson asked whether School Boards use the designation of Education property taxes to determine eligibility for student residency for attendance at either a public or separate school. The Superintendent advised that the enrolment process does include the declaration as part of the enrolment data collected and that other jurisdictions more than likely include it as well. The Superintendent stated that the District welcomes students regardless of the declaration. The Superintendent indicated that information will be provided to the Trustees showing them the form used by the District at the time of enrolment.

**MOVED BY Trustee Janz:**

**“That the Edmonton Public School Board advocate to the provincial government to eliminate the choice of designation of Education property taxes.”  
(CARRIED)**

- I. Comments from the Public and Staff Group Representatives

There were no registered speakers for this item.

- J. Other Committee, Board Representative and Trustee Reports

Trustee Draper reported that on February 17, 2017, Trustee Johner and she attended the signing of the Memorandum of Understanding (MOU) by Superintendent Robertson, Edmonton Public Schools and Pilar Martinez, Chief Executive Officer, Edmonton Public Library at the Florence Hallock School. Trustee Draper advised that the Edmonton Public Library has provided over 13,000 Edmonton Public School students with free library cards through the School Library Card program and that since this initiative began at the start of the 2016/2017 school year, 1,065 Kindergarten students have signed up for their very own library card which represents 59

### **MINUTE BOOK**

per cent of the Edmonton Public School Kindergarten students. The goal is to have 70 per cent of the Kindergarten students signed up by the end of the summer in 2017.

Trustee Draper advised that she is looking forward to attending the Edmonton Public Schools Night of Music with many of her colleagues on March 1, 2017.

Trustee Stirling thanked the Clara Tyner and Rutherford school councils for welcoming her at their meetings. She shared that it is wonderful to connect with parents and community members and engage in meaningful conversations about what's important in schools.

Trustee Stirling reported that on February 21, 2017, she was pleased to bring greetings on behalf of the Board at the Teaching Sexual Health professional development day. The event was co-hosted with the University of Alberta and the Sexual Health Educators Collective of Edmonton. Trustee Stirling explained that the event brought together current and pre-service teachers along with community partners to learn more about comprehensive sexual health education and how it is an important part of creating welcoming, inclusive, safe and healthy working and learning environments in the District's schools.

Trustee Stirling shared letter from a grade six student at Holyrood School who was one of the first group of students to attend the new ICE school, one of several Inquiring Minds site-based school programs that offer week-long learning opportunities for students in Edmonton.

#### **K. Trustee and Board Requests for Information**

Trustee Chubb requested that an update on the professional development, collaboration, resources and teaching practices relative to assessment, evaluation and communication of student learning and growth be provided.

Trustee Janz requested that the Administration advise the Trustees whether or not the Minister of Education or the *School Act* would permit a public school system to create a Catholic faith alternative program or operate a Catholic school within the public school system.

Trustee Stirling stated that First Nations, Metis, and Inuit parents have expressed concerns as to how funds are allocated when students self-identify as First Nations, Metis, or Inuit and how those dollars are used to support their children. She requested that the Administration provide information as to how funds designated specifically for FNMI students are used to support programs and initiatives that benefit those students in their schools.

**L. Notices of Motion – None.**

**M. Next Board Meeting Date: Tuesday, March 7, 2017 at 2:00 p.m.**

**M. Adjournment (3:30 p.m.)**

**MINUTE BOOK**

**Board Chair Draper** adjourned the meeting.

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Michelle Draper, Board Chair

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Karen Mills, Director of Board and  
Superintendent Relations



**DATE:** March 7, 2017

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Edwin Parr Teacher Award

**ORIGINATOR:** Angela Anderson, Managing Director, Human Resources

**RESOURCE STAFF:** Trish Kolotyluk, Kevin Carson

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**ISSUE**

Each year, principals are invited to nominate first year teachers for the Edwin Parr Teacher Award which is sponsored by the Alberta School Boards Association (ASBA). One nominee is selected to represent the District at the zone level.

**BACKGROUND**

Four first year teachers were nominated by their principals for the 2017 ASBA Edwin Parr Teacher Award. A committee of District leadership staff met on Friday, February 3, 2017, to review and assess the nominations relative to the selection criteria established by ASBA. Results from the committee's assessment, as well as points awarded based on scholastic achievement and student teaching evaluations were compiled. Based on the selection criteria, four semi-finalists were selected and invited to a luncheon with the District Support Team.

**CURRENT SITUATION**

Each of the following nominee semi-finalists will be introduced:

<b>Nominee</b>	<b>Principal</b>
Bethany Briones	Colleen Marshall, Ormsby School
Keltie Laird	Janet Hancock, Lillian Osborne School
Kacie Scott	Errol Johnson, Delton School
Kendra Steedsman	Cori Fraser, Grovenor School

**KEY POINTS**

The District nominee for the Zone 2/3 2017 Edwin Parr Teacher Award will be announced by the Superintendent of Schools and will be presented with an engraved plaque.

TK:cm

**DATE:** March 7, 2017

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Strategic Plan Update: Priority 2 Goal 2 - Quality Infrastructure for All

**ORIGINATOR:** Karen Mills, Director, Board and Superintendent Relations  
Lorne Parker, Executive Director

**RESOURCE**

**STAFF:** Leanne Fedor, Terri Gosine, Geoff Holmes, Kim Holowatuk, Roshan Kastrinos, Terry Korte, Roland Labbe, Valerie LeClair, Darwin Martin, Coreen Moccia, Garry Padlewski, Jennifer Thompson, Chris Wright

**REFERENCE:** [Trustee Ward Boundary Review](#)  
[Junior High Programming at Winterburn School](#)  
[High School Accommodation Framework 2016-2019](#)  
[Vacant School Sites Declaration](#)  
[Update on New School Construction and Modernization](#)  
[Infrastructure Maintenance and Renewal Update](#)  
[School Utilization Rates](#)  
[Three Year Capital Plan 2017-2020](#)  
[Student Demographic Forecast - External Consultant](#)  
[Recognition of School Name Honourees](#)  
[EA.BP - Infrastructure Planning Principles](#)

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## ISSUE

The purpose of this report is to provide the Board of Trustees with an update of the District's Strategic Plan using information from Strategic Plan Update: Priority 2 Goal 2 - Quality Infrastructure for All (Attachment I). The report focuses on areas of success and areas for growth, and is part of administration's commitment to providing the Board of Trustees with ongoing updates on progress relative to the District Strategic Plan. This analysis is helping to inform the District's direction for the 2016-2017 operational year.

## BACKGROUND

In 2014, Edmonton Public Schools formally launched its District Strategic Plan for the 2014-2018 term. The District Strategic Plan has three priorities with supporting goals and outcomes. The plan serves to provide common direction and alignment between the work of the Board of Trustees, the Superintendent, and District staff. The plan provides the foundation for a District culture of evidence-based decision making, assurance, and accountability.

In 2015, the District joined Alberta Education's Assurance Pilot Project. The Assurance Model provides a framework for the District to report directly on how we are doing relative to the goals and outcomes on the 2014-2018 Strategic Plan, which reflects provincial educational priorities while being responsive to local priorities.

**CURRENT SITUATION**

Each year, Alberta Education requires school jurisdictions to submit a Three-Year Education Plan (3YEP) and an Annual Education Results Report (AERR) by November 30. The 3YEP/AERR reports on results from the previous school year and highlights the District's strategies to advance its strategic priorities over the next three years.

This year, with the flexibility afforded through the Assurance Pilot, the District has established an Assurance and Public Board Reporting Cycle in support of completing the 3YEP/AERR. This cycle was developed to achieve the following outcomes:

- establish a planning and reporting cycle that considers when local and provincial data is available for analysis and to inform timely decisions
- use evidence to inform programming decisions that promote success for all students
- to support a cycle of continuous improvement and reinforce how results and data drive District planning and reporting
- interpret and report on results in a manner that demonstrates assurance and transparency

With these outcomes in mind, for the 2016-2017 school year, at each public board meeting, a high level overview and an analysis of results for a District Strategic Plan goal and outcome will be presented. Not only will this reporting cycle support the completion of the 3YEP/AERR, it will enable meaningful dialogue on results and strategies moving forward.

**KEY POINTS**

- Attachment I provides an analysis of data from Infrastructure and Information Technology; highlighting areas of success and growth relevant to the District Strategic Plan.

**ATTACHMENTS and APPENDICES**

ATTACHMENT I Strategic Plan Update: Priority 2 Goal 2 - Quality Infrastructure for All Report

SB:jt



**Strategic Plan Update: Board Report**

**Priority 2 Goal 2**  
***Quality Infrastructure for All***

**March 7, 2017**

## Introduction

Priority 2 Goal 2 is “Quality Infrastructure for All.” This goal is important for the success of every student as Infrastructure means: the building and the maintenance of that building, the technology, the playgrounds, and the transportation. This goal also speaks to Equity of these resources through access: program distribution, equity of technological resources and infrastructure, school building condition, and travel times for all students. As Dr. Parker noted, **“Research is conclusive ... high quality learning environments are positively correlated with student success.”** Infrastructure and District Technology contribute highly to these environments. The quality of the District’s infrastructure provides a foundation for high quality teaching and learning. High quality infrastructure allows more than **8,200** staff to work more effectively and support more than **95,000** students as they learn. The operating budgets of both Infrastructure and District Technology make up over 11 per cent of the District operating budget.

This report is a compilation of data and initiatives from all departments with Infrastructure and District Technology. The report begins by listing the Key Performance Indicators from the Annual Education Results Report (AERR), analyzing those results, summarizing key plans and initiatives, and concludes with priority strategies moving forward.

## Priority 2:

**Provide welcoming, high quality learning and working environments.**

### Goal Two: Quality Infrastructure for All

Outcome: Students and staff benefit from high quality learning and working environments that facilitate quality program delivery through effective planning, managing and investing in District infrastructure.

### Section One: Key Performance Indicators

Key Performance Indicator	Results					Evaluation
	2012	2013	2014	2015	2016	Improvement
<b>INFRASTRUCTURE</b>						
<u>Number of District-requested capital projects that received provincial funding (Source: EPS)</u>	0	6	10	5	0	n/a
<u>New/Replacement Capital Construction projects funded</u>	5	4	6	0	0	n/a
<u>Approved modular classrooms</u>	6	0	18	10	13	n/a
<u>Major modernizations funded</u>	2	0	4	2	0	n/a
<u>Percentage of school space used across the District. (Source: EPS)</u>	66.0	67.0	71.0	75.0*	77.0	+
<b>TRANSPORTATION</b>						
<u>Number of yellow bus riders at the end of June</u>	8,809	9,453	10,753	10,463	11,605	n/a
<u>Percentage of yellow bus riders whose one-way trip is less than 60 minutes at the end of September (Source: EPS)</u>				98.6	96.7	-

TECHNOLOGY						
Percentage of District sites with a minimum of 100 mb SuperNet link	0.0	3.0	33.0	87.0	99.0	+
STAKEHOLDER FEEDBACK						
Percentage of students (3-12), staff, parents, and community and partners that report their school building is well maintained. (Source: District Feedback Survey Q 3f, 11a, 15g, 9a, 26c)				89.7		Baseline
Percentage of community agency staff and CEOs that report they have access to the school space required to support the services they offer. (Source: District Feedback Survey Q 5b and 7b)				85.3		Baseline
Percentage of community and partners that report schools are easy to access for community activities. (Source: District Feedback Survey Q 26f)				74.9		Baseline
Percentage of community and partners that report schools are accessed easily by people with physical challenges. (Source: District Feedback Survey Q 26g)				74.1		Baseline
Percentage of community and partners that report schools are appropriately located to respond to student population needs. (Source: District Feedback Survey Q 26a)				75.3		Baseline

\*Note: Beginning in 2014-2015 results use the Instructional Area Model (IAM) utilization formula which defines capacity to be 100%. Before this, the ACU was used and defined 85% as capacity.

## Section Two: Analysis of Results

The District believes quality infrastructure is a foundation for high quality teaching and learning. This includes our buildings and the supporting systems such as communication and transportation networks, and addressing the needs of a growing student population.

To achieve this goal, the District is guided by the Infrastructure Planning Principles Policy. A District Infrastructure Plan provides the overarching framework that informs strategy, priority and action plan development. This plan guides the way the District distributes alternative and special needs programs, secures, improves and maintains school building infrastructure, accommodates growth, and ensures students have equitable access to learning environments to meet their needs, regardless of where they reside. These include, but are not limited to, the District Infrastructure Plan, Ten-Year Facilities Plan, Three-Year Capital Plan, High School Accommodation Framework, Alternative Program Distribution Framework, Major Maintenance and Renewal Plan, Growth Accommodation Plans, Space for Students in Mature Communities and other initiatives and sub-initiatives.

In 2015-2016, the District prepared for the opening of three new schools in September 2016 and completed the modernization of Belgravia School. As well, with the District as project manager, design was completed and construction began on nine schools scheduled to open in September 2017. The District is working with Alberta Education on two other schools to be opened in September 2017. Modernizations or additions are in progress at four schools, and design was initiated for the modernization of Caernarvon School and for a new school to replace Mill Creek School.

Over 800 projects were initiated in 2015-2016 as part of the District's annual Major Maintenance Plan, with provincial funding of \$15.5 million funded primarily with Infrastructure Maintenance Renewal funds. The District completed 25 projects to upgrade schools for barrier free requirements, and numerous projects that directly impact students by improving acoustics or specialized classrooms.

To address student enrolment growth pressures, the District initiated installation of 10 of 14 modular classrooms requested in November 2014, and requested 15 additional units -- 13 of which were approved. To address alternative and special needs program growth and shifting demands, the District conducted three major alternative program activities, established District centre programming for students with severe special needs, reorganized the distribution of mild/moderate special needs programming in response to demand and initiated Year One of the Early Childhood Services Program Expansion.

The District continues to balance space utilization with population growth through new school construction and maintaining ageing infrastructure. The utilization rate continues to trend up from 66 per cent in 2011-2012 to 77 per cent in 2015-2016. The District continues to focus on new school construction and modernization of ageing schools and upgrading of technology to provide access to high quality educational spaces to students in every area of the city. Addressing the ongoing student enrolment pressures, shifting demands, and infrastructure maintenance will continue to be a priority.

Transportation is another component of quality infrastructure. In 2015-2016, 11,605 students attended schools that were outside their neighbourhood and relied on yellow bus services to transport them to and from school. The District was able to provide one-way bus trips of less than 60 minutes and was able to provide that to 96.7 per cent of its students. Transportation transitioned 225 students with special needs at 18 sites to an in-house system of route design with service in support of parental choice to either a District centre site or a regular classroom setting. This provided access to route information in SchoolZone, including live GPS location reporting. Currently, 2,900 students have been part of the transition that has occurred over the past four years. Detailed design work on Edmonton Student Transportation Authority continued, including joint transportation policy and organizational structure.

District Technology has three smart goals that guide their work on Priority 2 Goal 2: Improve equitable access to technologies in support of student-centred learning, streamline school and central processes and cultivate innovation and collaboration through connections with schools, central services and the community.

In 2015-2016, District Technology had a number of projects and initiatives:

#### Systems & Software

- In collaboration with several central departments, Phase I of the new internal dashboard was launched in July 2016. The dashboard provides schools with the ability to monitor and measure student growth to better inform practice, and supports strategic planning at the catchment and District level, including reporting the AERR.
- Updates to PowerSchool including the integration of a Learner Support System which amalgamated four reports (Individualized Program Plan, English Language Learners, Medical Management Plan, and Individual Behaviour Support Plan) into one system, a new flex scheduling module, a new data entry screen to enter Math Intervention data.
- District Technology worked with several central departments to streamline business processes, including a new Oracle financial system and phase II of the new online pre-enrolment system.
- Supporting Human Resources, an upgrade was completed on the PeopleSoft application, enabling the ability to deliver new functions to the District.
- The library support team completed the last phase of implementation of the new library system, including cataloging of 728,000 titles and over 3.5 million items in our school libraries. All schools are now using a state of the art library system.

- In June 2016, 800 staff and 5,500 student accounts in 152 schools were active in the new myBlueprint system.

#### Infrastructure & Technology Support

- Infrastructure as a Service, which provides for predictable monthly costs and a planned evergreen schedule for school servers, was expanded from 27 to 58 schools in 2015-2016.
- In 2015-2016, an additional 8,168 Chromebook devices were purchased, bringing the District inventory to 23,732 (34 per cent increase from 2014-2015). Chromebooks are a low cost, high value device that puts more technology in the hands of students and teachers for less money.
- Phase I of moving to enterprise management of cellphones was completed, with over 70 per cent of plans now covered under the Government of Alberta terms. As a result, future annual savings to the District are estimated at \$150,000.
- Through renegotiations with Shaw, we were able to increase the District Internet capacity by 33 per cent at no additional cost.
- In partnership with the University of Alberta and the City of Edmonton, District Technology was granted permission to trench a fibre network connection to the Metro LRT line, which will provide enhanced network capability to the District in the future.

#### Direct Support to Schools

- District Technology hosted six Community of Practice (COP) events in 2015-2016, with over 250 teachers participating. Participants rated the COP events 97 per cent effective/very effective in “sharing promising practices.”
- Working in support of assistant superintendent leadership groups and catchment areas, District Technology consultants delivered 99 Professional Learning sessions to schools.
- District Technology consultants and technical analysts worked with 98 schools to develop strategic technology plans.
- Working collaboratively with Alberta Education, a solution was developed that enabled 300 students to use Chromebooks to write provincial diploma exams.
- Research and development of resources related to digital citizenship, maker-spaces, 3D printing, cloud-based software applications, and virtual reality.

In Property Management, relocation of Conseil scolaire Centre-Nord from Kensington School into their own site at Queen Mary Park was successful and staff worked to provide 16 of 18 Summer Access Program Sites for the Joint Use Agreement. These initiatives show commitment to our partner boards and community. The summer access program is another way that the District helps provide supports to the students year-round.

## **Section Three: 2015-2016 Targeted Supports**

### **Capital and Facilities Projects and Plans**

The District strives to provide high quality learning and working environments for all of its students and staff. To achieve this goal, the District is guided by the Infrastructure Planning Principles Policy. A District Infrastructure Plan provides the overarching framework that informs strategy, priority and action plan development to guide the way the District distributes alternative and special needs programs, secures, improves and maintains school building infrastructure, accommodates growth, ensures students have equitable access to learning environments to meet their needs, regardless of where they reside. These



include but are not limited to the Ten-Year Facilities Plan, Three-Year Capital Plan, High School Accommodation Plan, Alternative Program Review, Major Maintenance and Renewal Plan, Growth Accommodation Plans, Space for Students in Mature Communities and other initiatives and sub-initiatives.

The District's *Three-Year Capital Plan 2017-2020*, guided by the *Planning Principles*, was approved by the Board of Trustees on March 15, 2016 and submitted to the Province of Alberta. The plan included a request for 27 capital priorities, none of which have been approved for funding by the Government of Alberta to date.

### **Previously Funded Capital Projects Status**

In collaboration with the Government of Alberta as project managers, three new schools were completed and equipped to welcome students for September 1, 2016 openings: Dr. Margaret-Ann Armour School in Windermere-Ambleside neighbourhood (Grades K-9, 600 student capacity); Nellie Carlson School in Terwillegar Heights-MacTaggart neighbourhood (Grades K-9, 900 student capacity); Roberta MacAdams School in Heritage Valley-Blackmud Creek neighbourhood (Grades K-6, 650 student capacity). The District continues to work with the Government of Alberta to support the modernization of the Alberta School for the Deaf (scheduled for substantial completion in September 2017), as well as the completion of Michael Phair School in Lewis Farms-Webber Greens neighbourhood (Grades 7-9, 900 students), and Ivor Dent School, a new K-9 replacement school in the Greater Lawton area (Grades K-9, 650 students), which are all scheduled to open in September 2017).

In terms of capital projects funded by the Government of Alberta but project managed by our District, modernization of Belgravia School was completed earlier in 2016. A modernization of Vimy Ridge Academy is 77 per cent complete, with completion scheduled for early 2017. A modernization of Ross Sheppard School is 55 per cent complete, with completion scheduled for 2018. A 600 student capacity addition to Lillian Osborne School is scheduled for completion in February 2017. Design has been initiated for the modernization of Caernarvon School, as well as for a new school to replace Mill Creek School. Design and construction tendering for nine additional new schools scheduled to open in September of 2017 was completed, and construction began. These include:

- Constable Daniel Woodall School - Windermere Estates neighbourhood (Grades K-6, 650 students)
- Dr. Lila Fahlman School - Allard neighbourhood (Grades K-9, 900 students)
- Kim Hung School - Granville neighbourhood (Grades K-9, 900 students)
- Jan Reimer School - The Orchards neighbourhood (Grades K-9, 900 students)
- Shauna May Seneca School - Walker neighbourhood (Grades K-9, 900 students)
- David Thomas King - Secord neighbourhood (Grades K-9, 900 students)
- Hilwie Hamdon School - Hudson neighbourhood (Grades K-9, 900 students)
- Donald R. Getty School - Chappelle-west neighbourhood (Grades K-9, 900 students)
- Svend Hansen School - Laurel neighbourhood (Grades K-9, 900 students)

### **Infrastructure Maintenance Renewal (IMR) and Other Projects**

Over 800 projects were initiated in 2015-2016 as part of the District's annual Major Maintenance plan, funded primarily through the IMR funding stream. The provincial funding support for IMR for 2015-2016 was \$15.5 million. The District completed over 25 projects to upgrade schools for barrier free requirements and numerous projects that directly impact students by improving acoustics or specialized classrooms, such as science or CTS labs. The District also started design and construction on a number of projects related to building energy efficiency by upgrading mechanical or electrical components within

the building. Five projects to facilitate special needs District centres were designed and initiated for 2016 operationalization.

### **Addressing Student Enrolment Growth Pressures**

Over the course of the 2015-2016 school year, the District received and initiated installation of 10 of 14 modular classrooms requested in November 2014. In November of 2015, the District requested 15 additional units for accommodating students in growth pressure areas. Thirteen were approved and they are now in the process of being installed and operationalized at the following schools: Ellerslie School (four), Crawford Plains School (three), Velma E. Baker School (two), Pollard Meadows School (two), and Meyokumin School (two). Due to over capacity challenges at Michael Strembitsky School, community consultation was held regarding the redirection of all Kindergarten students to Satoo School (with expansion to Grade 1 for 2017-2018), as well as the redirection of all students from the northeast and south portions of Summerside Neighbourhood to Ellerslie School. These redirections were approved for implementation for September 2016. The District's *Three-Year Capital Plan 2017-2020* included a request for 13 new school capital priorities to serve rapidly growing new growth areas in the District. None of these new school requests have been approved for funding by the Government of Alberta.

### **Alternative and Special Needs Program Growth and Shifting Demands**

Three major alternative program activities were conducted in 2015-2016. Following community and parent engagement, the Nellie McClung Program for junior high girls was consolidated from three sites to two, effective this September. Two new alternative program sites were established: Chinese Bilingual programming for Kindergarten and Grade 1 students was established at Parkallen School to serve students from southwest Edmonton; French Immersion programming was established at Oliver School for Kindergarten and Grade 1 students, and deactivated in response to insufficient demand during pre-enrolment.

District centre programming for students with severe special needs was established at the following four sites: new Interactions programming at Dovercourt School, Lee Ridge School, Dr. Margaret-Ann Armour School, and Individual Support programming was established at Bannerman School.

The distribution of mild/moderate special needs programming was reorganized throughout 2015-2016 in response to demand, with 15 new or reactivated District centre classes and 11 deactivated classes. Highlights include: Division IV Strategies programming at the Academy at King Edward broadened to include two newly approved classes at a second high school campus, McNally School; a second class of Community Living Skills programming established at both Lynnwood School and Eastglen School; Strategies programming (one class) was deactivated at Steele Heights School and one class established at Lawton School; a Strategies class was deactivated at both Westlawn and Edith Rogers schools; Literacy programming was deactivated at Kate Chegwin School.

Year One Early Learning programming commenced in 2015-2016 with sites established at Bisset School (two classes), Callingswood School (two classes), Grovenor School (two classes), Lansdowne School (two classes), and Steinhauer School (two classes). In 2015-2016, Student Program Distribution also began exploring feasible and sustainable sites for Year Two establishment, as part of the District-wide roll out plan for Early Learning program expansion.

### **Parental Involvement and Community Engagement**

Throughout the 2015-2016 school year, District administration conducted a series of community based engagement processes related to the site selection for nine new schools to open in September 2017,

and attendance areas for three new schools which opened in September 2016. Five additional community engagement meetings were held to gather input on potential attendance areas for the 11 new schools to open in September 2017. Stakeholder input was also coordinated in relation to officially naming nine new schools opening in 2017, and Board of Trustee selection of official names was supported by Planning in conjunction with Communications. Community engagement was also initiated with three school community groupings involving 15 different schools to introduce the *Space for Students in Mature Communities* initiative, a continuation of exploration of alternative approaches to delivering 21<sup>st</sup> Century Learning Facilities in mature areas of the City, based on successful engagement with the Greater Lawton and Greater Highlands school communities. The community engagement processes undertaken incorporated communications such as: media briefings, website content, print, roadside and social media advertising, letters to parents, community leagues and City officials, and multiple public and community stakeholder meetings. A series of community engagement meetings and surveys were conducted around addressing over capacity challenges at Michael Strembitsky School. A series of information meetings were held regarding High School Accommodation Planning to share information and collect feedback.

## Section Four: Priority Strategies Moving Forward

In support of the Strategic Plan, the following strategies over the next three years will be implemented. The priority strategies identified below directly link to the analysis of results and the focus Edmonton Public Schools needs to have to ensure quality learning and working environments that facilitate quality program delivery through effective planning, managing, and investing in District infrastructure.

### Strategies

#### Infrastructure Planning

- Complete current mature community discussions with Britannia, Rosslyn, and Westlawn communities and continue the process with other mature communities
- Explore and formalize the definition of 21<sup>st</sup> Century learning as a component of the District Infrastructure Plan
- Continue to expand the promotion of the use of the Geographic Information System (GIS) within the classroom to support curriculum outcomes
- Using the 153 building audits to further develop and enhance infrastructure investment strategies
- Continued work on the Trustee Infrastructure subcommittee and the Infrastructure Steering Committee made up of administration and principals
- Supporting the opening of 11 new schools in 2017 and contingency plans for those not opening on time
- Advocacy to the Provincial Government for sustainable and predictable infrastructure funding for capital construction, maintenance and modular classrooms
- Continue to work on broadening the Archibus platform for all departments
- Annual calculation and communication regarding Enrolment Projections
- Annual preparation of the Three-Year Capital Plan
- Continue to provide data and support for many major planning initiatives such as High School Accommodation, Alternative Program Review, Major Maintenance, Growth Accommodation, and Space for Students in Mature Communities

- Annual preparation of modular classroom requests and liaising with the Province regarding school utilization
- Continued collaboration with schools and the City of Edmonton on parkland change and traffic issues
- Continued discussion with partners to enhance the schools as community hubs

### **Stakeholder Engagement**

- Initiate Working Committees with three mature school communities (Britannia, Rosslyn and Westlawn) with the objective to achieve consensus on acceptable consolidation replacement options to serve communities into the future
- Continue to collaborate on high quality learning environment initiatives and 21<sup>st</sup> Century Learning engagement

### **Programs and Student Accommodation**

- Support 11 new school openings for the 2017-2018 operational year
- Alternative Program Review Framework - 2016-2020: unfolds in a phased approach that addresses emergent needs of students and families with strong stakeholder engagement
- Develop and conduct engagement regarding High School Accommodation planning for the short and medium term recommendation and implementation
  - In 2021–2022, the projected number of students will likely exceed the available space within the District.
- Support the second year implementation of the three-year Pre Kindergarten Program (PKP) and Distribution Strategy, as approved in February 2016
  - For 2017-2018, an additional 11 satellite schools are approved to offer PKP, bringing our PKP distribution to 21 schools across the District. Total PKP capacity for 2017-2018 is approximately 1680 spaces.
- A committee will be developed to examine Full Day Kindergarten (i.e. distribution processes, attendance areas, criteria, programming)
- District centre planning - this year, three of the 11 new schools have been allocated District centres based on geographic demand and six others had classrooms reserved in some new schools, based on forecasted demand.
  - In accordance to demand and feeder patterns, 2-3 year plans are being developed to refine distribution of District centres across all parts of the city in accordance to demand and feeder patterns.
  - Interactions is receiving the highest demand and the number of District students diagnosed on the autism spectrum is increasing quickly and steadily. An autism review committee, headed by Inclusive Learning (Programs and Student Accommodation is participating), is examining our District's current supports for students with autism and looking at how service can be improved.

### **District Technology**

#### Systems & Software

- Through a consultative and prioritization model with central departments and schools, planned enhancements to District applications include: eBiz Phase II; flex scheduling feature enhancement; Learning Support Plan system Phase II; SchoolZone redesign; District dashboard Phase II; Math intervention tool enhancements including detailed student results; financial system reporting including lunchroom fees; school course mark data exchanged directly with Alberta Education.

- To support District level communications, District Technology will support the Issues and Security Action Advisory Committee (ISAAC) in assessing, selecting and implementing a District mass messaging system.
- Specific projects in 2016-2017 will be initiated to ensure reliable data networks and applications are in place, including; Micro Resource Allocation review and rewrite, QuickBooks upgrade and Windows 10 implementation.
- Working in collaboration with Human Resources, a strategy will be developed to streamline the process of on-boarding new Edmonton Public Schools staff in terms of creating network access and rights.
- Licensing for classroom based applications such as RazKids, Mathletics, PearDeck, WeVideo, and others will be managed by District Technology to ensure best pricing is in place, and to reduce workload on schools.

#### Infrastructure & Technology Support

- District Technology will implement new strategies to ensure core network functionality and redundancy. This includes implementing new network monitoring and security tools, partnering with the University of Alberta and the City of Edmonton related to connecting to the provincial Cybera network, and scheduling up to nine system maintenance events.
- 100 per cent of District cellphones will be converted to the Government of Alberta plan.
- 100 per cent of schools will be provided with the option of upgrading their bandwidth beyond the 100MB core service, to up to 300MB.
- ORBIT enhancements will provide all schools with an automated and up-to-date inventory of technology equipment.
- New Help Desk software system will be implemented to increase efficiency and transparency of service, and allow for more detailed analytics of service requests.

#### Direct Support to Schools

- Three equity projects were undertaken in the fall of 2016 with the express goal of all staff and students having equitable access to appropriate devices, reliable infrastructure, high-speed networks, and digital learning environments regardless of which school they attend.
  - In February 2017, 5,000 new Chromebooks were distributed to selected schools in order to create equitable access to technology for all students. All K-9 schools have a student:device ratio of 2:1. All high schools have a ratio of 3:1.
  - Up to 1,200 new interactive projectors will be installed in schools between March and August 2017 through a project which will provide matching dollars for schools requiring upgrades.
  - Up to 75 per cent of the 1,800 core network switches in schools will reach end-of-life within the next year. A coordinated project will replace these switches and move this essential infrastructure to a centralized model.
- Technology Integration Planning & Support (TIPS) consultants work with staff and catchment groups to provide educational technology support, including Community of Practice events at the Centre for Education, weekly broadcasts on their YouTube channel, and through a variety of online platforms. These are designed to support classroom teachers in their use of technology.
- We have reached our target of 100 per cent of schools having an up-to-date technology evergreen plan. This supports principals in making budget decisions which are proactive.
- In 2016-2017, all members of the management team will be members of Alberta Technology Leaders in Education. District Technology will commit to two meetings with the three urban

school districts that ensure we are sharing knowledge and information, and leveraging any partnership opportunities that might evolve.

- Virtual reality Google Expeditions (virtual field trips) kits, and Maker Space kits are now available to all schools, providing schools with the opportunity to access innovative technologies at no cost.

### **Property Management**

- Arrange childcare for the new schools opening in 2017.
- Re-visioning of the District Lease Rate Structure to align more closely with the District's Priorities, Vision, Mission and Values.
- For any Joint Use Agreement cancellations, ensure workarounds or replacement space is located in excess of 75 per cent of the time, effectively reducing interruptions to user groups.
- Staff presented at the February District Leadership Meeting (DLM) breakout sessions to speak about our role in the Joint Use Agreement: Facilities.
- Applying best practices learned from the selection of tenants for new school sites to existing tenants and leased space.
- Strategically partner with Operations and Maintenance and schools to help build the Joint Use Summer Access program in a sustainable and supportive manner.

### **Operations and Maintenance**

- Preparation of supplies for the new schools. Distribution Centre staff are in the process of picking, packing and stacking upwards of 30 pallets for each school, for a total of 330 pallets in total.
- Distribution staff currently make about 50,000 delivery stops a year to keep school supplies and mail flowing. This number is expected to increase with new internal and external schools coming on line.
- Print Services is purchasing additional photocopying equipment to shorten turnaround time and reduce machinery downtime.
- An initiative for Print Services is to incorporate an electronic ordering system that will allow schools to choose the makeup and design of items they want printed, as well as to receive an estimated cost and auto billing features before they select the job being requested.
- Continue to pursue utility savings and address carbon tax introduction with initiatives such as lighting and control system upgrades and boiler replacements.
- Continue to improve the District's overall sustainability through carbon footprint reporting and waste reduction and recycling initiatives as outlined in the District's draft Environmental Strategy.
- In collaboration with the Project Management Office, continued support of the District Infrastructure Investment Framework.
  - Including Infrastructure Maintenance and Renewal projects, over 285 projects will be completed this year to close the equity gap between schools.

### **Transportation**

- Complete the detailed design phase of the Edmonton Student Transportation Authority (ESTA) and forward to the Board for review and consideration for approval to proceed.
- Continue to manage growth (approximately 21 per cent increase over 2014-2015) while maintaining proportion of students whose one-way ride time is less than 60 minutes (96 per cent).

- Complete analysis of remaining 450 students routed by contract carriers and transition students who would be better served by the in-house routing system.
- Provide transportation support to new program sites (Pre-Kindergarten, alternative program locations, new schools).
- Support the District's Energy and Environmental Strategy by collecting field trip mileage and financial data from contract carriers.
- Improve internal processes to improve stakeholder satisfaction, quality of service and a customer service focus including:
  - department software
  - improvement to quality of GPS data and framework for using it to improve service by increasing carrier accountability

## Conclusion

Priority 2 Goal 2 ensures that students and staff benefit from high quality learning and working environments that facilitate quality program delivery through effective planning, managing and investing in District infrastructure. The above sections detail how Infrastructure and District Technology achieve this goal last year, this year and into the future.

These initiatives show commitment of Edmonton Public Schools not only to the staff and students but to the community as well. Many of the plans include partnership opportunities and on-going discussion to make the schools hubs of the community. The strategies also further the aspiration of the District to have 21<sup>st</sup> Century learning environments available to all students and staff.



**DATE:** March 7, 2017

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Process and Timeline for the 2017-2018 Budget and for the Fall Review of the 2016-2017 Results and the Plans for 2017-2018

**ORIGINATOR:** Todd Burnstad, Chief Financial Officer, Financial Services

**RESOURCE STAFF:** Krista Brandon, Director, Budget and Funding

**REFERENCE:** [Province of Alberta School Act](#)

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**ISSUE**

School boards are required to prepare and submit to the Minister of Education a budget for the fiscal year beginning on the following September 1 of a given year. The spring proposed budget is based on projected enrolment and the revised budget is updated in the fall based on the actual September 30 enrolment.

In conjunction with the annual budget process, the Board of Trustees is required to meet government policy and requirements for school board planning and results reporting no later than November 30.

**BACKGROUND**

The 2017-2018 Provincial Budget announcement is scheduled for March 16, 2017. To accommodate site-based budgeting, the Process and Timeline for the approval of the 2017-2018 Budget has been developed (Attachment I).

In addition, each school year, 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, the Board of Trustees have an opportunity to learn about the results achieved by schools and central decision units and the implications those results may have on their 2017-2018 plans. The Board of Trustees will also gain an understanding of how schools and central departments will address their plans in support of the District priorities.

Schools and central decision units will report on their results (Attachment II) achieved from the SMART (Specific, Measurable, Attainable, Relevant, Time-framed) goals that were established for 2016-2017 as well as identify the biggest challenges and improvement opportunities that will impact their 2017-2018 plans. The Plans document details priority, high impact SMART goals for the upcoming school year (Attachment III).

**RELATED FACTS**

The proposed budget is based on projected enrolment, proposed revenue and funding assumptions to schools and decision units and the basis of allocation, which are developed in tandem.





The proposed budget is then updated in the fall based on September 30 enrolment. The process and timeline outlines key dates and specific information requirements necessary to meet the target date for the approval of both the spring proposed and the fall revised budget which in tandem represent the 2017-2018 budget. In order to allow sufficient time for planning, the Distribution of Funds report will be presented at the Caucus meeting on April 11, 2017 prior to public board on April 25, 2017. The Board of Trustees will then have an opportunity to review the proposed budget, prior to seeking approval at public board on June 6, 2017.

As part of the fall budget process, the Board of Trustees will review approximately one half of the schools in their ward in subcommittee meetings each year with the goal of having all schools reviewed twice over a four-year term. These meetings have been arranged so that trustees have the option to participate in additional reviews in other wards. 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 16 and 29, 2017 and will be for a maximum of 2½ hours each. School subcommittee meetings will have groupings of up to four schools. Assistant superintendents, in addition to attending the subcommittee meetings, will review all their schools as part of one-on-one or in catchment meetings prior to November 30, 2017.

Central subcommittee meetings have been scheduled to take place November 29, 2017. There will be four central subcommittee meetings scheduled for a maximum of 2½ hours per session. The Superintendent will present his decision unit results review and plans as part of the Annual Education Results Review at public board on November 28, 2017.

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 IV. Attachment V identifies the proposed groupings (based on trustee ward) for trustee subcommittee reviews.

As in previous years the school decision units 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, 2017.

## **RECOMMENDATION**

- 1. That the Process and Timeline for the 2017-2018 Spring Budget and the 2017-2018 Fall Revised Budget, as outlined in Attachment I, be approved.**
- 2. That the Process and Timeline for Review of the 2016-2017 Results and the 2017-2018 Plans, as outlined in this report be approved.**

## **CONSIDERATIONS & ANALYSIS**

The compilation of the schools scheduled for review (Attachment V) was done using the new ward boundaries as approved at Board on January 31, 2017. Since Ward H includes several new schools and schools that were reviewed last fall it is not included in this year's schedule. Schools for review may also be updated in the fall to adjust for changes in principalships.

**NEXT STEPS**

- If approved by the Board of Trustees, the 2017-2018 budget process and timeline will be communicated to principals and central decision unit leaders.
- As consistent with prior years a draft budget report will be sent to Alberta Education on May 31, 2017 with the final report being submitted following Board approval on June 6, 2017.

**ATTACHMENTS & APPENDICES**

ATTACHMENT I	Process and Timeline for the 2017-2018 Budget (Calendar)
ATTACHMENT II	2016-2017 Results Review - document template
ATTACHMENT III	2017-2018 Plans - document template
ATTACHMENT IV	Proposed Agendas
ATTACHMENT V	School and Central Groups for review of 2016-2017 results and 2017-2018 plans – Trustees Subcommittee Review

TB:ja

Spring Proposed 2017-2018 Budget Timeline - **DRAFT**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
MAR	5	6	7 BOARD 2:00pm Process & Timeline Recommendation MARS #14100	8	9	10	11
	12	13	14	15	16 Provincial Budget Announcement	17 PD DAY (NO STUDENTS) (STAFF PD)	18
	19	20	21 BOARD 2:00pm Caucus- Introduction of Proposed 17-18 Budget	22	23	24	25
APR	26	27 SPRING BREAK	28	29	30	31	1
	2	3	4	5	6	7	8
	9	10	11 BOARD 2:00pm Caucus-Distribution of Funds Feedback #14101	12	13	14 GOOD FRIDAY	15
MAY	16	17 EASTER MONDAY	18	19	20	21 Enrolment File	22
	23	24	25 BOARD 2:00pm Distribution of Funds Recommendation #14102	26	27	28 PD DAY (NO STUDENTS) (STAFF PD)	29
	30	1 Projected Allocations to Schools & Central	2	3	4	5	6
JUN	7	8	9 BOARD 2:00PM	10	11	12 School and Central Budgets Due	13
	14	15	16	17	18	19	20
	21	22 VICTORIA DAY	23 BOARD 2:00pm Teacher's Day in Lieu	24 Board Approved Non-Instructional Day	25	26	27
JUN	28	29	30 Trustees Off-site Meeting	31 Budget to Province W/O Extension	1	2	3
	4	5	6 BOARD 2:00pm Approval 2017-2018 Budget Recommendation #14106  ASBA	7 ASBA	8	9	10
	11	12	13	14	15	16	17
JUN	18	19	20 BOARD 2:00PM	21	22	23	24
	25	26	27	28	29 Last Day of Classes	30 Last Operational Day	

## Fall Revised 2017-2018 Budget Timeline – *DRAFT*

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
SEP					First Day of Classes	1	2
	3	4 Labour Day	5	6	7	8	9
	10	11	12 BOARD 2:00PM	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26 BOARD 2:00PM	27	28	29 BPS Results/Planning Modules Open	30
OCT	1	2	3	4	5 Enrolment Files Due to Budget Services	6 Principal Allowance Calc due to HR	7
	8	9 Thanksgiving	10	11	12	13 Results Review & Planning Doc's Due Revised Budget Open - Allocations to Schools & Central	14
	15	16 Trustee Elections	17	18	19	20	21
	22	23	24 ORGANIZATIONAL BOARD	25 Revised Budget Due	26	27	28
	29	30	31	1	2	3	4
NOV	5	6	7 BOARD 2:00PM	8	9 Target Date to Distribute Results Review + Plans to Trustee's & Assistant Superintendents	10	11 Remembrance Day
	12	13 Non-Instructional Day	14 Non-Instructional Day	15	16 Trustee School Reviews	17 Trustee School Reviews	18
	19	20 ASBA GENERAL MTG.	21 ASBA GENERAL MTG.	22 Trustee School Reviews	23 Trustee School Reviews	24 Audit Committee	25
	26	27 Trustee School Reviews	28 BOARD Fall Budget Update presented at Board MARS (TBD)	29 Trustee Central Review	30 Fall Budget Update due to the Province		

**PROCESS AND TIMELINE FOR THE 2017-2018 SPRING PROPOSED  
BUDGET (DETAIL) - DRAFT**

<b>Spring/Planning Timeline</b>	<b>Process</b>
March 7, 2017	<ul style="list-style-type: none"><li>• Process and Timeline for 2017-2018 Spring Proposed Budget is recommended to Board</li></ul>
April 11, 2017	<ul style="list-style-type: none"><li>• Distribution of Funds report is presented to Caucus</li></ul>
April 25, 2017	<ul style="list-style-type: none"><li>• Distribution of Funds is recommended to Board</li></ul>
May 1, 2017	<ul style="list-style-type: none"><li>• Schools and central departments receive projected allocations and budget requirements</li></ul>
May 12, 2017	<ul style="list-style-type: none"><li>• Schools and Central departments proposed budgets due and uploaded in BPS</li></ul>
June 6, 2017	<ul style="list-style-type: none"><li>• Approval of 2017-2018 Spring Proposed Budget to Board</li></ul>

**PROCESS AND TIMELINE FOR THE 2017-2018 FALL REVISED  
BUDGET (DETAIL) - DRAFT**

<b>Timeline</b>	<b>Process</b>
September 2017	<ul style="list-style-type: none"> <li>• Schools to 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>
September 29, 2017	<ul style="list-style-type: none"> <li>• BPS Results/Planning Modules Open</li> </ul>
October 13, 2017	<ul style="list-style-type: none"> <li>• The 2016-2017 Results Review document is due</li> <li>• The 2017-2018 Plans document is due</li> </ul>
October 13, 2017	<ul style="list-style-type: none"> <li>• Schools receive 2017-2018 allocations based on September 30 enrolment</li> <li>• Central decision units receive 2017-2018 allocations</li> </ul>
October 25, 2017	<ul style="list-style-type: none"> <li>• 2017-2018 Fall Revised Budget is due</li> </ul>
November 9, 2017	<ul style="list-style-type: none"> <li>• Copies of 2016-2017 results review documentation will be made for all Trustees</li> <li>• Copies of 2017-2018 planning documentation and revised budgets will be made for all Trustees</li> </ul>
November 16 to 27, 2017	<ul style="list-style-type: none"> <li>• School Trustee Subcommittees</li> <li>• Each group of principals presents their results at a public meeting to designated Trustees</li> </ul>
November 28, 2017	<ul style="list-style-type: none"> <li>• Superintendent of Schools' DU to be presented at Board as part of the Annual Education Results Review (AERR).</li> </ul>
November 29, 2017	<ul style="list-style-type: none"> <li>• Central Trustee Subcommittees</li> <li>• Each central department presents their results at a public meeting to designated Trustees</li> </ul>
Prior to November 30, 2017	<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> <li>• Review of remaining schools from assistant superintendents' catchment areas</li> </ul>
November 30, 2017	<ul style="list-style-type: none"> <li>• 2017-2018 Fall Budget Update submitted to the Province</li> </ul>

**2016-2017 Results Review****School Name – DU #****District Priorities 2014-2018**

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

Based on the three SMART goals that were established for 2016-2017 report on the results you achieved (with evidence, including referencing the School's Accountability Pillar results, if applicable) and describe how achievement of the goal supports the above District's Priorities (reference the priority number in your response).

**SMART Goal #1:** *goal will be imported from the 2016-2017 Budget*

**Results Achieved:**

**SMART Goal #2:** *goal will be imported from the 2016-2017 Budget*

**Results Achieved:**

**SMART Goal #3:** *goal will be imported from the 2016-2017 Budget*

**Results Achieved:**

**Challenges:**

**What were the biggest challenges encountered in 2016-2017?**

**Improvement Opportunities:**

**What are the opportunities for improvement from 2016-2017 that will inform your plan for 2017-2018?**

**EDMONTON PUBLIC SCHOOLS****2017-2018 Plans****School/Central Name: DU #****District Priorities 2014-2018**

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

The following SMART (Specific, Measureable, Attainable, Relevant, Time-framed) goals have been established for the 2017-2018 school year (referencing the District's Priority number that the goal supports). Schools are to set one goal for each priority. Central DU's can set their goals around one or more priorities.

**SMART Goal #1:****SMART Goal #2:****SMART Goal #3:**



**TRUSTEE SUBCOMMITTEE MEETINGS****AGENDA**

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



**SCHOOL/CENTRAL REVIEW 2016-2017 RESULTS  
& 2017-2018 PLANS  
POTENTIAL SPEAKING NOTES FOR THE  
CHAIRPERSON, TRUSTEE SUBCOMMITTEE**

Suggested Trustee Welcome and Introductions

My name is ( ) and I am pleased to welcome each of you to the trustee subcommittee review of the 2016-2017 results and the 2017-2018 plans. I am going to begin by calling upon the Assistant Superintendent (or Executive Director) to introduce each principal (or Central Decision Unit) 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 that public and to the Provincial Government for the expenditure of the District's billion dollar annual budget.

In collaboration with staff, students, parents and the general public, the Board established the District's vision, mission and priorities. A district 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 - both of which should be in support of the overall District Priorities. This helps us formulate a better picture of what is happening not only in your school but in all schools across the District. These meetings allow Trustees to hear about:

- Each school's biggest success/achievement from the SMART goals that were set last year,
- If there were any challenges that were encountered and;
- What the plans/goals are for the current school year?

I would now like to call upon the principal of each school to start the discussion by referring to the goal that they established last year in their school plan around Priority 1. Reflecting on the Accountability Pillar Data, the District Feedback Survey and any other local measures discuss your greatest success.

If you are at a central results review: I would now like to call upon the Director of each decision unit to start the discussion by referring to a goal that they established last year in their central plan. Reflecting on your data, discuss your greatest success.

## **SCHOOLS – SUGGESTED FORMAT**

Please note: the purpose of this suggested format is to provide consistency among all the results review meetings taking place.

### Environment

- More conversation-based rather than presentation-based.
- Safety/openness to sharing both successes and challenges.
- No additional documentation will be required (other than the BPS modules).

While trustees are allowed to ask any questions/clarify any responses; schools requested consistency in process. As such, suggested common questions that could be asked by Trustees are highlighted below. Once approved by the Board, these questions will be shared with schools to support them in being adequately prepared to respond.

### Format 2016-2017 Results Review

1. Principals are asked to refer to the goal that they established last year in their school plan related to Priority 1.
  - Reflecting on your Accountability Pillar data, the District Feedback Survey results and any other local measures, discuss your greatest success.
  - What strategies did you use to achieve this success?
  - What are some potential next steps?
2. Principals are asked to refer to any of the goals established last year in their school plan.
  - Reflecting on your Accountability Pillar data, and/or the District Feedback Survey results and/or any other local measures, what does the data indicate is your greatest opportunity for growth?
  - How does this opportunity for growth connect to the goals outlined in your 2017-2018 school plan?
  - What strategies will you use to achieve your goal?
  - What evidence will be used to demonstrate success in achieving this goal?
3. Part of our role as a Trustee is to determine if there are common areas of challenge across the District and to advocate for potential solutions.
  - Discuss a challenge you encountered during the 2016-2017 school year.
  - How was it handled? What did you learn?
  - Will this challenge impact the 2017-2018 school year?
  - After hearing from other schools today, are there any supports or strategies you could have used to address your challenge?
4. Other Attendees
  - If time allows, direct limited questions to parents/other parties in attendance; possibly tie back to a District Feedback Survey question (i.e. How has the school provided you opportunities to be involved in (your child's) education)? Keep responses to a limited time to allow all parties in attendance an opportunity to contribute.

**School and Central Groups for Review of 2016-2017 Results  
and 2017-2018 Plans  
Trustee Subcommittee Review**

**Thursday November 16, 2017**

<b>Ward A</b>			<b>Ward B</b>			<b>Ward C</b>		
<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>			<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>			<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>		
<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>			<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>			<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>		
Elizabeth Finch Lago Lindo Lorelei Mary Butterworth			Dr. Donald Massey Edmonton Christian NE Horse Hill Kirkness			Coronation Edmonton Christian High Edmonton Christian West Winterburn		
<b>Ward A</b>			<b>Ward B</b>			<b>Ward C</b>		
<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>			<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>			<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>		
<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>			<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>			<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>		
McArthur Northmount Scott Robertson			Kildare Londonderry M.E. LaZerte			Spruce Avenue Victoria Westminster		

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**Friday November 17, 2017**

<b>Ward A</b>	<b>Ward D</b>	<b>Ward E</b>
<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>	<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>	<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>
<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>	<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>	<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>
Mee-Yah-Noh Queen Elizabeth Rosslyn	Abbott Beacon Heights R. J. Scott	Bessie Nichols Michael A. Kostek S. Bruce Smith

<b>Ward B</b>	<b>Ward D</b>	<b>Ward E</b>
<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>	<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>	<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>
<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>	<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>	<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>
Bannerman Fraser John D. Bracco Overlanders	Eastglen Highlands Mount Royal Virginia Park	Elmwood Hillcrest Patricia Heights Rio Terrace

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**Wednesday November 22, 2017**

<b>Ward D</b>		<b>Ward F</b>	
<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>		<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>	
<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>		<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>	
Argyll Hardisty McNally Oliver		Alberta School for the Deaf Allendale Avalon Belgravia	

<b>Ward E</b>		<b>Ward F</b>	
<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>		<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>	
<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>		<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>	
Glendale Laurier Heights Meadowlark Christian Jasper Place		Brookside George H. Luck Lansdowne Riverbend	

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**Thursday November 23, 2017**

<b>Ward F</b>			<b>Ward G</b>			<b>Ward I</b>		
<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>			<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>			<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>		
<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>			<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>			<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>		
Harry Ainlay Richard Secord Sweet Grass			Metro Ottewell Vimy Ridge			Bisset Kameyosek Kate Chegwin		

<b>Ward F</b>			<b>Ward G</b>			<b>Ward I</b>		
<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>			<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>			<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>		
<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>			<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>			<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>		
D.S. MacKenzie Duggan Lillian Osborne Vernon Barford			Avonmore Jackson Heights Waverley			Dan Knott Meyokumin Meyonohk Pollard Meadows		

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**Monday November 27, 2017**

**Ward G**

<b>9:00 to 11:30 am</b> <b>Host School: TBD</b>
<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>
A. Blair McPherson Hillview Velma E. Baker Julia Kiniski

**Ward G**

<b>1:00 to 3:30 pm</b> <b>Host School: TBD</b>
<b>Trustee TBD</b> <b>Assistant Superintendent</b> <b>TBD</b>
Greenview Malcom Tweddle Minchau



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**\*\*Superintendent of Schools DU to be reviewed at Board, November 28, 2017**

**Thursday, November 29, 2017  
9:00 am to 11:30 am**

<b>Trustee TBD</b>
<b>Trustee TBD</b>
<b>Trustee TBD</b>
<b>Conference Room</b>
<i>Darrel Robertson, Superintendent</i>
Communications District Foundation General Counsel Human Resources

**Thursday, November 29, 2017  
1:00 to 3:30 pm**

<b>Trustee TBD</b>
<b>Trustee TBD</b>
<b>Trustee TBD</b>
<b>Conference Room</b>
<i>Lorne Parker, Executive Director</i> <i>Todd Burnstad, Chief Financial Officer</i>
District Technology Financial Services Infrastructure

<b>Trustee TBD</b>
<b>Trustee TBD</b>
<b>Trustee TBD</b>
<i>Nancy Petersen, Acting Executive Director</i>
Governance & Strategic Support Services Support for Students