

**DATE:** September 10, 2024

**TO:** Board of Trustees

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

**SUBJECT:** Process and Timeline for the Fall Review of the 2023-2024 Results and the 2024-2025 Plans

**ORIGINATOR:** Kathy Muhlethaler, Assistant Superintendent Instructional and Strategic Division Supports

**RESOURCE STAFF:** Anne Belley, Nancy Petersen, Christine Simmons

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

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## ISSUE

Under the provincial Assurance Framework, the school board planning and Results Review reporting processes are 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 has 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 2023-2024. They will also identify the biggest challenges and improvement opportunities that will impact their 2024-2025 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 Results Review meetings have been scheduled to take place November 20, 21, 27 and 28, 2024. 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 Trustee 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, which are based on Trustee wards, for Trustee Results Review. This schedule is finalized in September and accounts for changes in school principalship.
- Central Results Review meetings have been scheduled to take place November 28 and 29, 2024.

There will be three central Results Review 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 26, 2024.
- 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, 2024.
- Results Review meetings are planned to be held in person at suggested host schools which are highlighted in green 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**

**That the process and timeline for the 2023-2024 Results Review and the 2024-2025 Plans as outlined in Attachment I, be approved.**

### **NEXT STEPS**

If approved by the Board of Trustees, the 2023-2024 Results Review and the 2024-2025 Plans process and timeline will be communicated to principals and central decision unit leaders.

### **ATTACHMENTS and APPENDICES**

ATTACHMENT I	Process and Timeline for the 2023-2024 Results Review and 2024-2025 Plans (Calendar)
ATTACHMENT II	2023-2024 Results Review - Document Template
ATTACHMENT III	2024-2025 Plans - Document Template
ATTACHMENT IV	Proposed Agenda
ATTACHMENT V	Proposed Schedule for the School and Central Decision Units 2023-2024 Results Reviews and 2024-2025 Plans – Trustees Results Review

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**PROCESS & TIMELINE CALENDAR  
2023-2024 RESULTS REVIEW & 2024-2025 PLANS  
ATTACHMENT I**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 National Day For Truth And Reconciliation	1	2	3	4 BPS opens for Results Review & Plans	5
6 OCT	7	8 BOARD 2:00 PM	9	10	11 PD Day (no students)	12
13	14 Thanksgiving	15 BPS opens for fall Budget	16 PSBAA Fall Conference & AGM	17 PSBAA Fall Conference & AGM	18 PSBAA Fall Conference & AGM	19
20	21	22 BOARD 2:00 PM	23	24	25 Budget, Results Review & Plans due in BPS	26
27	28	29	30	31	1 PD Day (no students)	2
3 NOV	4	5 BOARD 2:00 PM	6 Distribute Results Review & Plans Packages to Trustees & Assistant Superintendents	7	8 Board Approved Non-instructional Day (no teachers or students)	9
10	11 Remembrance Day	12 Board Approved Non-instructional Day (no teachers or students)	13 Teachers' Day in Lieu (no teachers or students)	14	15	16
17 ASBA Fall General Meeting	18 ASBA Fall General Meeting	19 ASBA Fall General Meeting	20 School Results Review	21 School Results Review	22 Audit Committee Presentation of Audited Financial Statements	23
24	25	26 BOARD 2:00 PM	27 School Results Review	28 School & Central Results Review	29 Central Results Review	30
		AERR & Audited Financial Statements presented to Board	Audited Financial Statements Submitted to the Province			

**PROCESS & TIMELINE DETAILS  
2023-2024 RESULTS REVIEW & 2024-2025 PLANS  
ATTACHMENT I**

TIMELINE	PROCESS
October 4, 2024	BPS opens for Results Review and Plans
October 15, 2024	BPS opens for fall Budget
October 25, 2024	Budget, Results Review and Plans due in BPS
November 6, 2024	Distribute Results Review and Plans Packages to Trustees and Assistant Superintendents
November 20, 21, 27 and 28, 2024	School Results Review Meetings
November 28 and 29, 2024	Central Results Review Meetings

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## RESULTS REVIEW TEMPLATE

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### Reporting on 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.

Based on the goals that were established for 2023-2024, 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).

**Goal #1:** *goal will be imported from the 2023-2024 Plans*

**Results Achieved:**

**Goal #2:** *goal will be imported from the 2023-2024 Plans*

**Results Achieved:**

**Goal #3 (Optional):** *goal will be imported from the 2023-2024 Plans*

**Results Achieved:**

#### Challenges:

**What were the biggest challenges encountered in 2023-2024?**

#### Improvement Opportunities:

**What are the opportunities for improvement from 2023-2024 that will inform your plan for 2024-2025?**

## PLANS TEMPLATE

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### Planning the 2024-2025 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, 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 RESULTS REVIEW MEETINGS**  
**2023-2024 RESULTS REVIEW &**  
**2024-2025 PLANNING**

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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 2023-2024 RESULTS  
AND 2024-2025 PLANS  
POTENTIAL SPEAKING NOTES FOR THE  
CHAIRPERSON, TRUSTEE RESULTS REVIEW**

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 Results Review meeting of the 2023-2024 results and the 2024-2025 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 2023-2024 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 2024-2025 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 2023-2024 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 2024-2025 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 2024-2025 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. The Division has released its Anti-racism, Reconciliation and Equity Action Plan Year Two 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 120,000 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 well-being 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 2023-2024 Results and 2024-2025 Plans -  
Trustee Results Review

**November 20, 2024**  
**9:00 To 11:30 AM**

WARD A	WARD B	WARD F	WARD H
<b>TRUSTEE:</b> Sherri O'Keefe	<b>TRUSTEE:</b> Marsha Nelson	<b>TRUSTEE:</b> Julie Kusiek	<b>TRUSTEE:</b> Jan Sawyer
<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Andrea Cooper	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Ron Thompson	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Kent Pharis	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Liz Yule
<b><u>SCHOOLS:</u></b> Dickinsfield Evansdale Killarney Major General Griesbach	<b><u>SCHOOLS:</u></b> Delwood Horse Hill Kildare Soraya Hafez	<b><u>SCHOOLS:</u></b> Brander Gardens Esther Starkman Lansdowne* Lillian Osborne <small>*School is part of Ward F but reports to Ron Thompson's leadership group</small>	<b><u>SCHOOLS:</u></b> Donald R. Getty Dr. Anne Anderson Dr. Margaret-Ann Armour* Roberta MacAdams <small>*School is part of Ward H but reports to Kent Pharis' leadership group</small>

**Highlighted schools will host Results Review meetings.**

Schools and Central DU's Review of the 2023-2024 Results and 2024-2025 Plans -  
Trustee Results Review

**November 20, 2024**  
**1:00 To 3:30 PM**

WARD A	WARD C	WARD D	WARD G
<b>TRUSTEE:</b> Sherri O'Keefe	<b>TRUSTEE:</b> Marcia Hole	<b>TRUSTEE:</b> Trisha Estabrooks	<b>TRUSTEE:</b> Saadiq Sumar
<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Andrea Cooper	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Liz Yule	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Ron Thompson	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Kent Pharis
<b><u>SCHOOLS:</u></b> Baturyn Lago Lindo <b>Lorelei</b> Mary Butterworth	<b><u>SCHOOLS:</u></b> David Thomas King <b>LaPerle</b> Winterburn	<b><u>SCHOOLS:</u></b> Academy at King Edward Garneau <b>King Edward</b> Old Scona	<b><u>SCHOOLS:</u></b> J. Percy Page Mill Creek* Thelma Chalifoux <b>Tipaskan</b> <small>*School is part of Ward G but reports to Ron Thompson's leadership group</small>

**Highlighted schools will host Results Review meetings.**

**Schools and Central DU's Review of the 2023-2024 Results and 2024-2025 Plans -  
Trustee Results Review**

**November 21, 2024**  
**9:00 To 11:30 AM**

<b>WARD C</b>	<b>WARD E</b>	<b>WARD F</b>	<b>WARD G</b>
<b>TRUSTEE:</b> <b>Marcia Hole</b>	<b>TRUSTEE:</b> <b>Dawn Hancock</b>	<b>TRUSTEE:</b> <b>Julie Kusiek</b>	<b>TRUSTEE:</b> <b>Saad iq Sumar</b>
<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Kent Pharis	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Liz Yule	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Ron Thompson	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Andrea Cooper
<b><u>SCHOOLS:</u></b> Britannia Coronation Victoria* <b>Westglen</b> <small>*School is part of Ward C but reports to Ron Thompson's leadership group</small>	<b><u>SCHOOLS:</u></b> <b>Aleda Patterson</b> Alex Janvier Callingwood	<b><u>SCHOOLS:</u></b> Allendale Parkallen Queen Alexandra <b>Strathcona</b>	<b><u>SCHOOLS:</u></b> Braemar <b>Clara Tyner</b> Holyrood Vimy Ridge Academy

**Highlighted schools will host Results Review meetings.**

Schools and Central DU's Review of the 2023-2024 Results and 2024-2025 Plans -  
Trustee Results Review

**November 21, 2024**  
**1:00 To 3:30 PM**

WARD E	WARD F	WARD G	WARD I
<b>TRUSTEE:</b> Dawn Hancock	<b>TRUSTEE:</b> Julie Kusiek	<b>TRUSTEE:</b> Saadiq Sumar	<b>TRUSTEE:</b> Jan Sawyer
<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Liz Yule	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Ron Thompson	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Andrea Cooper	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Kent Pharis
<b><u>SCHOOLS:</u></b> <b>Lynnwood</b> Patricia Heights Rio Terrace Stratford	<b><u>SCHOOLS:</u></b> D. S. MacKenzie <b>Duggan</b> Greenfield Steinhauer	<b><u>SCHOOLS:</u></b> <b>Edith Rogers</b> Lee Ridge Malcolm Tweddle Millwoods Christian	<b><u>SCHOOLS:</u></b> <b>Ekota</b> Sakaw Satoo

**Highlighted schools will host Results Review meetings.**

Schools and Central DU's Review of the 2023-2024 Results and 2024-2025 Plans -  
Trustee Results Review

**November 27, 2024**  
**9:00 To 11:30 AM**

WARD D	WARD E	WARD F	WARD G
<b>TRUSTEE:</b> Trisha Estabrooks	<b>TRUSTEE:</b> Dawn Hancock	<b>TRUSTEE:</b> Julie Kusiek	<b>TRUSTEE:</b> Saadiq Sumar
<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Liz Yule	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Kent Pharis	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Ron Thompson	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Andrea Cooper
<b><u>SCHOOLS:</u></b> Abbott Highlands <b>Norwood</b> wihkwentowin	<b><u>SCHOOLS:</u></b> Crestwood Laurier Heights <b>Parkview</b>	<b><u>SCHOOLS:</u></b> <b>Harry Ainlay</b> L. Y. Cairns Malmo Rideau Park	<b><u>SCHOOLS:</u></b> <b>Jackson Heights</b> Metro W. P. Wagner Weinlos

**Highlighted schools will host Results Review meetings.**

Schools and Central DU's Review of the 2023-2024 Results and 2024-2025 Plans -  
Trustee Results Review

**November 27, 2024**  
**1:00 To 3:30 PM**

WARD C	WARD E	WARD I
<b><i>TRUSTEE:</i></b> Marcia Hole	<b><i>TRUSTEE:</i></b> Dawn Hancock	<b><i>TRUSTEE:</i></b> Jan Sawyer
<b><i>ASSISTANT SUPERINTENDENT(S):</i></b> Kent Pharis	<b><i>ASSISTANT SUPERINTENDENT(S):</i></b> Liz Yule	<b><i>ASSISTANT SUPERINTENDENT(S):</i></b> Andrea Cooper
<b><i>SCHOOLS:</i></b> Dovercourt Inglewood Prince Charles Westmount	<b><i>SCHOOLS:</i></b> Bessie Nichols Centennial Talmud Torah	<b><i>SCHOOLS:</i></b> Crawford Plains Daly Grove T. D. Baker

**Highlighted schools will host Results Review meetings.**



**Schools and Central DU's Review of the 2023-2024 Results and 2024-2025 Plans -  
Trustee Results Review**

**November 28, 2024**  
**9:00 To 11:30 AM**

CENTRAL RESULTS REVIEW	WARD C	WARD D	WARD I
<b>TRUSTEES:</b> Sherri O'Keefe Marsha Nelson	<b>TRUSTEE:</b> Marcia Hole	<b>TRUSTEE:</b> Trisha Estabrooks	<b>TRUSTEE:</b> Jan Sawyer
<i>Darrel Robertson, Superintendent</i>  <i>Kathy Muhlethaler</i> <i>Assistant Superintendent, Instructional and Strategic Division Supports</i>	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Liz Yule	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Andrea Cooper	<b><u>ASSISTANT SUPERINTENDENT(S):</u></b> Kent Pharis
<b><u>DECISION UNITS:</u></b> Communications Hospital Campuses Instructional Supports <ul style="list-style-type: none"> <li>● Specialized Learning Supports</li> <li>● Curriculum Learning Supports</li> </ul> Strategic Division Supports	<b><u>SCHOOLS:</u></b> Aldergrove amiskwaciy Academy <b>Belmead</b> Thornccliffe	<b><u>SCHOOLS:</u></b> <b>Argyll Centre</b> Gold Bar McNally Rutherford	<b><u>SCHOOLS:</u></b> <b>Jan Reimer</b> Michael Strembitsky Shauna May Seneca

**Highlighted schools will host Results Review meetings.**

Schools and Central DU's Review of the 2023-2024 Results and 2024-2025 Plans -  
Trustee Results Review

**November 28, 2024**  
**1:00 To 3:30 PM**

CENTRAL RESULTS REVIEW
<b>TRUSTEES:</b> Dawn Hancock Marcia Hole Trisha Estabrooks
<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>
<b><u>DECISION UNITS:</u></b> Financial Services General Counsel ● Division Support Services Human Resources

Schools and Central DU's Review of the 2023-2024 Results and 2024-2025 Plans -  
Trustee Results Review

**November 29, 2024**  
**9:00 To 11:30 AM**

CENTRAL RESULTS REVIEW
<b>TRUSTEES:</b> Jan Sawyer Julie Kusiek Saadiq Sumar
<i>Darrel Robertson, Superintendent</i>  <i>Cliff Richard</i> <i>Chief Infrastructure and Technology Officer</i>
<b><u>DECISION UNITS:</u></b> Infrastructure Technology & Information Management