

DATE: September 9, 2025

TO: Board of Trustees

FROM: Ron Thompson, Superintendent of Schools

SUBJECT: Process and Timeline for the Fall Review of the 2024-25 Results and the 2025-26 Plans

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

RESOURCE STAFF: Anne Belley, Kelsey Duebel, Nancy Petersen, Christine Simmons, Soleil Surette

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

ISSUE

Under direction set out in the provincial Assurance Framework, the Board of Trustees's planning and results review reporting processes are conducted annually and should be completed each fall by the end of 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 this process Trustees have an opportunity to learn about the results achieved by schools and central decision units. They also gain an understanding of how schools and central decision units will develop their plans for this coming school year in support of the Division priorities based on evidence and any implications from last year's results.

To support the results review process, schools and central decision units will report on their results using the Division template (Attachment II). The template enables schools and central decision units to reflect on results achieved from the goals that were established for 2024-25, identify any challenges they encountered and opportunities for improvement that may influence their 2025-26 plans. School plans will detail goals for the upcoming school year that align with the Division's Strategic Plan (Attachment III).

RELATED FACTS

- Central results review meetings have been scheduled to take place November 18, 19 and 20, 2025. There will be three central results review meetings scheduled for a maximum of two and a half hours per session. These meetings have been scheduled to reflect other Trustee commitments.
- School results review meetings have been scheduled to take place November 24, 26 and 27, 2025. 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.
- Due to the Municipal Election on October 20, 2025, the Alberta School Board Association and Public School Board Association of Alberta's fall conferences are being held back to back from November 17

to 21, 2025. To accommodate this and the school calendar, some school results reviews are being held after the presentation of the Annual Education Results Report (AERR) and audited financial statements at the November 25, 2025, public Board meeting. This scheduling is unique to the identified circumstances of this school year.

- To support establishing this year's results review schedule, potential dates were identified at the end of the school year based on the report administration brought to the March 4, 2025, public Board Meeting.
 - The proposed updated schedule provided in this report (Attachment V) has been built based on the initial schedule with consideration to Trustee feedback from the March 4 meeting and factoring in the circumstances unique to this year's calendar, as noted above.
- Attachment V also identifies the proposed groupings, which are based on Trustee wards, for school results review. This schedule is finalized in September and accounts for changes in school principalship.
- The Superintendent will present the Division's results as part of the AERR at the public Board meeting on November 25, 2025.
- 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 25, 2025.
- 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 2024-25 results review and the 2025-26 plans as outlined in Attachment I, be approved.

NEXT STEPS

If approved by the Board of Trustees, the 2024-25 results review and the 2025-26 plans process and timeline will be communicated to principals and central decision unit leaders.

ATTACHMENTS and APPENDICES

ATTACHMENT I	Proposed Process and Timeline for the 2024-25 Results Review and 2025-26 Plans (Calendar)
ATTACHMENT II	2024-25 Results Review - Document Template
ATTACHMENT III	2025-26 Plans - Document Template
ATTACHMENT IV	Proposed Agenda
ATTACHMENT V	Proposed Schedule for the School and Central Decision Units 2024-25 Results Reviews and 2025-26 Plans – Trustees Results Review

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