

## Edmonton Regional Learning Consortium

2008-2009 Work Plan “Our” role, (Executive Director and office team), is to facilitate the operation and program of the consortium in an effective and fiscally responsible manner. The Executive Director reports to the Board comprised of representatives of educational partner organizations.

The Board approves the Work Plan and monitors progress at Board meetings, based on reports by the ED as well as other data such as input and perceptions from their own organization, and potential involvement in programs.

The Work Plan is aligned with the consortia purposes as well as the Executive Director evaluation. At each Board meeting an update of the Work Plan is provided for review.

## Communications, Planning, Program Delivery: Primary Goals focused on ERLC/ARPDC Goals

Goal 1 - *facilitate* professional development which supports the effective implementation of:

- a. The Alberta Learning Business Plan
- b. Jurisdiction and school education plans; and

Goal 2 - *facilitate* professional development which supports the effective implementation of curricula, including instruction, assessment, and student learning outcomes.

Goal 3 - *coordinate, broker, and act* as a referral centre to assist stakeholders access available professional development resources.

Goal 4 - *deliver* professional development based on the identified and emerging needs of educational stakeholders.

Goal 5 - *promote and support* the development of professional development leadership capacity.

Goal 6 - *provide* stakeholders with access to professional development at a reasonable cost.

**Indicators/Evidence:** Workshop Register (sessions planned, delivered and numbers attending), Sample session flyers, program evaluations, website, work plan report, advisory committee lists, focus on mandate.

**Quality Indicators/Evidence:** Communications initiatives, Implementation plans, program format and plans, building and maintaining partner support and involvement (relation building abilities, vision of partnership), broad and inclusive network, collaboration and negotiation skills are evident, participation report management/data.

Focus Area	Plans/Targets Work Plan 2008-2009	Results to May 2009 **See Workshop Register for details
Aboriginal Student Success:	<ul style="list-style-type: none"> <li>- Aboriginal Student Success Advisory Committee – meeting in September</li> <li>- ERLC sessions offered based on district needs</li> <li>- Host provincial Mentoring conference in December 2008 (\$50,000.00)</li> </ul>	<ul style="list-style-type: none"> <li>- Aboriginal Advisory Meetings were held on Sep 22 and Jan 19 with a total of 20 participants who attended in person and 2 via video conference, representing 9 and 7 districts respectively. A May 25 meeting is upcoming.</li> <li>- Four aboriginal learning opportunities were delivered. Two workshops were planned and cancelled.</li> <li>- Mentorship in FNMI Education Conference held December 8, 2008</li> </ul>
AISI:	<ul style="list-style-type: none"> <li>- Participate as a member of provincial pd working group</li> <li>- Attend regional and provincial AISI events</li> </ul>	<ul style="list-style-type: none"> <li>- Attended AISI Conference focused on networking</li> <li>- Participated in AISI PD Working Group as ARPDC rep</li> </ul>

	<ul style="list-style-type: none"> <li>- Focus on network and support</li> <li>- Continue to work with AISI coordinators in region, (e.g., assessment, differentiated instruction, high school completion).</li> </ul>	
Assessment:	<ul style="list-style-type: none"> <li>- Facilitate Advisory Committees– as requested by districts – meeting in September</li> <li>- Plan for assessment sessions as requested by region</li> <li>- Collaborate with AAC to support region</li> <li>- Participate in Alberta Education Assessment Advisory Committee – representing ARPDC.</li> <li>- Attend/read assessment resources.</li> <li>- Facilitate the delivery of Learner Assessment Branch sessions as requested.</li> </ul>	<ul style="list-style-type: none"> <li>- An Assessment/DI Advisory Meeting was held on Sep 22 with 10 participants who attended in person, 1 via video conference, representing 6 districts</li> <li>- Twelve assessment learning opportunities were delivered. Six workshops were planned and cancelled</li> <li>- Participated in Alta Ed Assessment Advisory Committee representing ARPDC – 4 Saturday full day meetings</li> <li>- Participate on AAC Stakeholder committee supporting grant provided by Alberta Education</li> <li>- Learner Assessment Branch sessions provided</li> </ul>
English Language Arts/Literacy:	<ul style="list-style-type: none"> <li>- Host sessions in collaboration with publishers where possible</li> <li>- Complete report for Pan Canadian Literacy Forum</li> <li>- Follow up with resources that remain to provide ongoing support for implementation of literacy initiatives – specifically focused on the emerging literacy framework</li> </ul>	<ul style="list-style-type: none"> <li>- Pan Canadian Literacy report completed</li> <li>- Legacy Project beginning</li> <li>- Sessions offered (Foster, Moore, Sullivan)</li> </ul>
French:	<ul style="list-style-type: none"> <li>- Facilitate Advisory Committee</li> <li>- ERLC as provincial lead for French pd grant - \$125,000.00 for the province</li> <li>- Monitoring of staff – admin support and project coordinator</li> <li>- Write proposal/report for future ongoing funding and support</li> <li>- Monitor financials, prepare budget</li> <li>- Report to other ED's</li> <li>- Attend provincial meetings as requested by Alberta Education</li> <li>- Develop, deliver, monitor and report on summer language camps. 45,000.00 and additional funds to support language competency – a goal of the language camps \$65,000.00</li> </ul>	<ul style="list-style-type: none"> <li>- French Advisory Meetings were held on Sep 15, Jan 14 and Apr 8 with 35 participants who attended in person, 4 via video conference, representing 11, 7 and 6 districts respectively.</li> <li>- Twenty French learning opportunities were delivered. Eight workshops were planned and cancelled</li> <li>- Coordinated grant for ARPDC</li> <li>- Monitored budget, completed reports for French &amp; French Camps, liaised with Alberta Education</li> </ul>
Second Languages:	<ul style="list-style-type: none"> <li>- Second Languages Advisory Committee</li> <li>- Report re provincial grant Grant (remaining funds) to focus on international languages and aboriginal languages (Cree)</li> </ul>	<ul style="list-style-type: none"> <li>- Second Languages Advisory Meeting held on Sep 15 with 11 participants who attended in person, 1 via vc, representing 8 districts</li> <li>- Eight second language learning opportunities were delivered. Two workshops were planned and cancelled</li> </ul>
Distributed Learning:	<ul style="list-style-type: none"> <li>- Facilitate regional Advisory Committee</li> <li>- Facilitate programs based on Distributed Learning Proposal</li> <li>- Continue to make use of video conference suite at ERLC</li> <li>- Work with board, committee and region to enhance plan</li> <li>- Determine ways that ERLC can meet district needs and facilitate learning opportunities using technology</li> <li>- Attend learning opportunities, read literature</li> </ul>	<ul style="list-style-type: none"> <li>- DL Advisory Meetings held on Sep 19, Jan 19 and Apr 20 with 30 participants</li> <li>- Sixty-three DL learning opportunities were delivered. Twenty workshops were planned and cancelled</li> <li>- Alberta's ECS-12 Distributed Learning Forum coordinated</li> <li>- Joni Turville hired Feb 1</li> <li>- Proposal and Business Case submitted to Alberta Education</li> <li>- PD Partners meeting held</li> </ul>
Math:	<ul style="list-style-type: none"> <li>-Facilitate regional Advisory Committee, meeting in September</li> </ul>	<ul style="list-style-type: none"> <li>- Math Advisory Meetings were held on Sep 18, Jan 22 and Apr 27 with 36</li> </ul>

	<ul style="list-style-type: none"> <li>-Coordinate, monitor, report on math grants to support implementation</li> <li>-Develop models to support district capacity as well as ERLC sessions</li> <li>-Facilitate new presenters for sessions/programs (see additional information provided about regional plan to support math implementation)</li> <li>-Monitor and work with math coordinator to support implementation</li> </ul>	<p>participants who attended in person, 7 via vc, representing 14, 11 and 11 districts respectively.</p> <ul style="list-style-type: none"> <li>- Forty-four math learning opportunities were delivered. Fourteen workshops were planned and cancelled</li> <li>- Harry Wagner coordinated math program</li> <li>- EPS &amp; GSACRD "regional" team</li> <li>- Liaise with Alta Ed</li> <li>- Parent Newsletter developed</li> </ul>
Physical Education:	<ul style="list-style-type: none"> <li>-Complete and submit report for provincial lead on Heart Health grant</li> <li>- Member on Provincial SCA/Ever Active Steering Committee</li> </ul>	<ul style="list-style-type: none"> <li>- Four physical education learning opportunities were delivered</li> <li>- Heart Health Report completed</li> <li>- Attend HPEC</li> <li>- Liaise re: Wellness Initiative</li> </ul>
Science:	<ul style="list-style-type: none"> <li>- Facilitate Advisory Committee.</li> <li>- Provide programs based on AC requests and jurisdictions needs.</li> </ul>	<p>Eleven science learning opportunities were delivered. Two workshops were planned and cancelled.</p>
Social Studies:	<ul style="list-style-type: none"> <li>-Facilitate regional Advisory Committee meeting in September.</li> <li>-Coordinate, monitor, report on grants to support implementation.</li> <li>-Develop models to support district capacity , district days, regional team and ERLC sessions * see additional information provided about regional plan to support social studies implementation.</li> <li>- Monitor and work with social coordinator to support implementation.</li> </ul>	<ul style="list-style-type: none"> <li>- Social Advisory Meetings were held on Sep 18, Jan 22 and Apr 27 with 40 participants who attended in person, 7 via vc, representing 15, 14 and 9 districts respectively.</li> <li>- Fifty-four social studies learning opportunities were delivered. Ten workshops were planned and cancelled</li> <li>- Harry Wagner coordinated social program</li> <li>- EPS, ECS &amp; SAP "regional" team</li> <li>- Liaise with Alta Ed</li> <li>- DL projects begun</li> </ul>
Instructional Strategies:	<ul style="list-style-type: none"> <li>- Differentiated Instruction sessions requested by districts. ( AISI focus for some)</li> </ul>	<p>One instructional strategy learning opportunity was delivered. Seventy-one participants attended</p>
Leadership:	<ul style="list-style-type: none"> <li>- Provide Professional Development Leadership Capacity program based on district consultation ( e.g., ongoing series – choices in attending).</li> </ul>	<ul style="list-style-type: none"> <li>- Eight leadership learning opportunities were delivered. Two workshops were planned and cancelled</li> <li>- Support for PD leadership capacity</li> </ul>
Parents and School Council Support:	<ul style="list-style-type: none"> <li>- Offer "open session" parent council sessions</li> <li>- Explore how ERLC can best support this community</li> </ul>	<p>One parent learning opportunity was delivered, and one was planned and cancelled</p>
Education Assistants/Teacher Assistants:	<ul style="list-style-type: none"> <li>- Advisory Committee exists in electronic format.</li> <li>- Determine if we will coordinate the Early Education Conference in January – our focus on Teacher Assistants.</li> <li>- Explore admin support staff opportunities with ASBOA.</li> </ul>	<ul style="list-style-type: none"> <li>- Few sessions offered for EA's</li> </ul>
Programming for Student Success: (formerly special needs)	<ul style="list-style-type: none"> <li>- Advisory Committee continues in electronic format only.</li> <li>- Continued request for sessions on Autism.</li> <li>- Provide programs as requested. Assistive Technology sessions are the focus ( read and write gold, board maker)</li> </ul>	<ul style="list-style-type: none"> <li>- Ten programming for student success learning opportunities were delivered. One workshop was planned and cancelled.</li> </ul>
Knowledge and Employability:	<ul style="list-style-type: none"> <li>- Consider an advisory committee meeting</li> <li>- Grant to support implementation – districts requested more be offered in this</li> </ul>	<ul style="list-style-type: none"> <li>- Support in Math &amp; Social provided</li> <li>- Need to plan for district support and meeting</li> </ul>

	area.	
CTS	- Beginning conversations about grant deliverables – specific sessions and need to consult with region about their needs. ( initial awareness of changes)	- Eight CTS learning opportunities were delivered. Three workshops were scheduled and cancelled - Need to plan for district support & meeting
Broker/Evaluate PD Opportunities:	- Daily (e.g. explore partners’ programs to avoid duplication and look for opportunities, ongoing identification of needs, review of program quality from session evaluation reports, calls for contacts, and monitoring of presenters by attending sessions.)	- Weekly requests for program information provided - Support for districts’ access of speakers & facilitated contracts (Tate & Heacox)
Partnerships, Consultation, Collaboration, Coordination	- Continue to connect with education partners and look for opportunities to work together to ensure delivery of cost effective and efficient PD.	- “Connecting the Dots” with 2Learn, AAC, ATA & other Stakeholders
Communications	- Continue to assess communication strategy. - Review communications audit for “next steps”. - Ongoing update of website, including further development of a searchable database. - Ongoing development of “month at a glance”	- Communicating continues with 4 Month at a Glance developed - Weekly emails to region schools and AC
Communications with District Contacts	- Regular emails to district contacts. - Advice sought (if not in attendance at Advisory Committee meetings). - Annual Report package sent out in December. - Alberta Education Curriculum Coordinator meeting - Requested to facilitate a gathering for ERLC districts at CASS/AE Curriculum Symposium in March.	- Additional meeting hosted at CASS Curriculum symposium and in June - Support and conversation at Curriculum Coordinator meetings

## Organization Management

Overseeing the overall operation of the consortium. Demonstrates effective organizational skills in compliance with the primary purposes, policies and ministry reporting expectations.

**Indicators/Evidence:** • Reports prepared for districts, Alberta education, board, office management/structure

**Quality Indicators:** Effectively manages time and resources and is well prepared and organized, Demonstrates effective management and leadership skills., Has a high capacity for work, Effectively solves problems, Provides clear vision and direction, Develop short and long range plans to meet the needs of the consortium and provide for continuous improvement, Leads in a manner that results in being viewed positively, with the support of those with whom she works most directly in carrying out the primary purposes of the Board and guidelines for the establishment of the consortium, Communicates effectively, speaks and listens well, Requests from Alberta Education

Focus Area	Plans/Targets Work Plan as of September 2008 – 2009	Results to May 2009 *See Grant Binder
•Effective and Efficient Operations of ERLC	- Continue to develop and maintain workshop registration programs, work plan and events pro management – year three of system - Create effective work environment, including purchase of equipment to align with our relocation and supporting staff needs/requests for efficiency	- Work Plan complete - Office procedures in excellent state due to role of office coordinator & team * See office procedures - New data provided to districts

	<ul style="list-style-type: none"><li>- Office coordinator in place to manage day to day structure</li><li>- Development of new reporting via events pro</li><li>- Complete reports for multiple grants in a timely fashion.</li></ul>	* See tracking sheet (stats)
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## Personnel Management

Supervising the office team. Supervision of contracted personnel.

**Evidence:** Staff feedback

**Quality Indicators:** Models high ethical standards of conduct, Models commitment to personal and professional growth, Fosters high standards of service and delivery, Establishes and maintains positive, professional working relationships with staff, Inspires confidence in her competence, Empower others.

Focus Area	Plans/Targets Work Plan as of September 2008-2009	Results to May 2009 * Reference evaluation letters available on request
- Supervising office team, contracted personnel.	<ul style="list-style-type: none"> <li>- Hire and contract staff based on budget</li> <li>- Develop models for feedback from staff.</li> <li>- Develops plans for staff growth.</li> <li>- Further develop job descriptions including criteria for success and growth.</li> <li>- Work with new agent board to develop contracts and structures that support both organizations.</li> </ul>	<ul style="list-style-type: none"> <li>- 7 full time team members, 5 part time regular contractors</li> <li>- Performance evaluation letters complete for all full time members</li> <li>* Sample term contracts on request</li> </ul>

## Fiscal Management

Preparing, implementing and monitoring annual budgets. Ensure the fiscal management of the consortium is in accordance with accepted accounting procedures.

**Evidence:** Audit Report, Board Quarterly Reports with budget, actual and balance sheet.

**Quality Indicators:** Generally accepted accounting practices are followed, Adequate internal controls exist and are being followed, all contracts are administered and interpreted so staff and contracted personnel are being paid appropriately, The Board is informed annually about incurred liabilities.

Focus Area	Plans/Targets Work Plan as of September 2008-2009	Results to May 2009 * See financial reports and tracking process
Preparing, implementing and monitoring annual budgets. Ensure the fiscal management of the consortium is in accordance with accepted accounting procedures.	<ul style="list-style-type: none"> <li>- Adapt chart of accounts with simply accounting – year two of new system!</li> <li>- Liaise with St. Thomas Aquinas agent board</li> <li>- Provide timely and appropriate reports.</li> <li>- Review monitoring processes, including month ends – specific to coding.</li> <li>- Grant reporting/monitoring.</li> <li>- Manage and monitor budget.</li> <li>- Have books audited and follow practices as required.</li> </ul>	<ul style="list-style-type: none"> <li>- New agent board in place</li> <li>- Full time AP-AR provided excellent and timely service</li> <li>- No bad debt due to credit card acceptance</li> <li>- CMA supported books set up</li> </ul>

## Leadership

Provide professional development leadership.

**Evidence:** Feedback from other Executive Directors, partner organizations and district contacts, Presentations about professional development/ARPDC.

**Quality Indicators:** Unsolicited written feedback via cards and emails, Solicited feedback as a result of annual survey/reality check, Demonstrates a high commitment to education and quality professional development, Models positive educational leadership, Delivering professional development programs that model effective pd and support adult learning needs, Knowledge of promising practices, Exploring effective program/learning strategies.

Focus Area	Plans/Targets Work Plan as of September 2008-2009	Results to May 2009 * See DPL Business Case
Provide Professional Development Leadership	<ul style="list-style-type: none"> <li>- Provide ongoing input into our beliefs/services and evaluation of support for curriculum implementation initiatives. (e.g., social studies report, Executive Director and math/social coordinators meeting)</li> <li>- Deliver and monitor for results the "pd leadership capacity program"                             <ul style="list-style-type: none"> <li>- Explore pd evaluation models suitable for measuring consortium impact.</li> <li>- Co-chair provincial group</li> </ul> </li> <li>- Participate in Provincial pd providers meeting to discuss ways to collaborate in dl pd delivery</li> <li>- Further develop the Curriculum Facilitators approach (e.g., social studies, math_</li> <li>- Other areas as assigned by the board.</li> <li>- Ongoing personal professional development (e.g., continued readings, attendance at conferences)</li> </ul>	<ul style="list-style-type: none"> <li>- On-going support when requested i.e. Alberta Education meetings</li> <li>- Lead Chair on PD Matters Committee with education stakeholders developing essential conditions to support implementation &amp; measurement tools to identify support provided</li> <li>- Co-lead on development of Distributed Professional Learning Proposal &amp; Business Case</li> </ul>