

EDMONTON PUBLIC SCHOOLS

February 8, 2005

TO: Board of Trustees  
FROM: A. McBeath, Superintendent of Schools  
SUBJECT: Process and Timeline for Three-Year Planning  
ORIGINATOR: C. McCabe, Assistant to the Superintendent  
RESOURCE  
STAFF: Jamie Pallett

RECOMMENDATION

That the process and timeline for review of 2005-2008 plans, and review of the 2005-2006 operating budget, as outlined in Appendix I, be approved.

\* \* \* \* \*

The recommended process and timeline for the next three year planning cycle, 2005 to 2008, is outlined in Appendix I.

Appendix II identifies the proposed groupings for trustee subcommittee and superintendent review of 2005-2006 plans. Trustees will review all schools in their ward, as well as a sampling of schools from all other wards over the three-year term.

JP:bly

Appendix I - Process and Timeline for 2005-2006 Budget  
Appendix II - School Groups for 2005-2006 Plan Review

## PROCESS AND TIMELINE FOR 2005-2006 BUDGET

Spring/Planning Timeline	Process
January 18, 2005	<ul style="list-style-type: none"> <li>• Process and Timeline for 3 Year Planning presented at Conference</li> </ul>
February 1, 2005	<ul style="list-style-type: none"> <li>• District Priorities, Changes to the Basis of Allocation, 2005-2006 Proposed Planning Base, and Trustee Initiatives presented at Conference for feedback</li> </ul>
February 8, 2005	<ul style="list-style-type: none"> <li>• The board approves/affirms/amends District Priorities</li> <li>• Process and Timeline for 3 Year Planning is recommended to board.</li> </ul>
by February 11, 2005	<ul style="list-style-type: none"> <li>• Schools have opportunity for input into projected enrolment for their school for the 2005-2006 school year</li> </ul>
February 22, 2005	<ul style="list-style-type: none"> <li>• The 2005-2006 proposed planning base is recommended to board.</li> <li>• Changes to the basis of allocation are reported to board</li> </ul>
March 1-18, 2005	<ul style="list-style-type: none"> <li>• Schools will invite the chairperson of the school council to attend the subcommittee review.</li> <li>• School council members and business key communicators will be invited to the review of central department plans.</li> </ul>
March 7, 2005	<ul style="list-style-type: none"> <li>• Schools receive budget allocations and requirements for documentation of plans</li> <li>• Central departments receive budget allocations and requirements for documentation of plans</li> </ul>
March 8, 2005	<ul style="list-style-type: none"> <li>• Trustee Initiatives presented to board</li> </ul>
March 24, 2005	<ul style="list-style-type: none"> <li>• Required documentation for schools is due to the superintendent.</li> <li>• Required documentation for central departments is due to senior administration.</li> </ul>
April 8, 2005	<ul style="list-style-type: none"> <li>• Copies of 2005-2008 school and central decision unit plans will be made available for individual trustees for the schools and decision units to be reviewed by that trustee.</li> </ul>
April 14, 2005	<ul style="list-style-type: none"> <li>• Each central department presents its plans at a public meeting to designated trustees.</li> </ul>
April 11 to 27, 2005	<ul style="list-style-type: none"> <li>• Each group of principals presents its plans at a public meeting to designated trustees and to the superintendent.</li> <li>• The meetings will be scheduled by the superintendent's office.</li> <li>• A designated principal in each review group will determine the place of the meeting subject to the requirement that groups meet within the ward. Superintendent review meetings and reviews of central departments will be at the Centre for Education.</li> <li>• The format of the school review meetings will be as follows:             <ol style="list-style-type: none"> <li>a) The meeting will not exceed one and one-half hours for groups of four schools and two hours for groups of five or more.</li> <li>b) The agenda will include:                 <ol style="list-style-type: none"> <li>i. Welcome and introductions by the hosting principal.</li> <li>ii. The trustee chair will outline the process for the</li> </ol> </li> </ol> </li> </ul>

Spring/Planning Timeline	Process
	<p>meeting. (3 min.)</p> <p>iii. Each principal will present in turn and begin by introducing any staff, students, or parents in attendance.</p> <p>iv. The principal will then highlight (5 minutes) year one of their 2005-2008 plans.</p> <p>v. After each presentation there will be opportunity for questions from trustees. (5 minutes) Although principals will not involve parents, students, or staff in the presentation, there will be opportunity for anyone present at the meeting to ask questions or comment on each school's plan.</p> <p>vi. <u>Other</u> (15 minutes) - other questions or items for discussion identified by trustees, principals, or others present at the meeting.</p> <p>vii. Closing - the trustee chair will close the meeting.</p> <p>c) Minutes of the meetings will be kept, including a record of questions and responses. The minutes will be made available to all trustees.</p>
By May 6, 2005	<ul style="list-style-type: none"> <li>• All schools will communicate their budget plans to their school community. Where this is done through a community meeting, schools will advise the board office of the time and place. This information will be provided to trustees.</li> </ul>
May 10, 2005	<ul style="list-style-type: none"> <li>• Budget Summaries binders will be provided to the superintendent and trustees.</li> <li>• The superintendent will introduce the proposed plans and budget to the board.</li> </ul>
May 24, 2005	<ul style="list-style-type: none"> <li>• The board will review plans of schools and central departments. Trustees will have an opportunity to comment on the process, share perspectives regarding the reviews of school and central decision unit plans, and identify trends they have noted.</li> <li>• Principals from Superintendent's Council and central decision unit administrators will be present to respond to trustee questions.</li> <li>• Trustees may present notices of motion regarding the recommended budget. Trustee motions are considered additive unless otherwise stated. Following consideration of notices of motion the board approves the proposed plans and budget.</li> <li>• The Edmonton Public Schools' Three-Year Education Plan is approved by board for forwarding to Alberta Learning.</li> </ul>
May 25, 2005	<ul style="list-style-type: none"> <li>• Budget Summaries binders will be placed in the trustee reading room and Edmonton Public Libraries.</li> </ul>

## School Groups for 2005–2006 Plan Review Trustee Review

### Review by Ward Trustee and Trustees from Other Wards

<b>W A R D  A</b>	Trustee Bev Esslinger Trustee Wendy Keiver	Trustee Bev Esslinger Trustee Don Williams
	Baturyn <u>Caernarvon</u> Evansdale Major General Griesbach	<u>Killarney</u> Lago Lindo Lorelei Mary Butterworth
	Kennedale Outreach Programs <u>Kensington</u>	Mee-Yah-Noh <u>Northmount</u> Queen Elizabeth
<b>W A R D  B</b>	Trustee Wendy Keiver Trustee David Colburn	Trustee Wendy Keiver Trustee Ken Gibson
	<u>Balwin</u> Belmont Belvedere Delwood	Kirkness <u>M.E. LaZerte</u> Overlanders Princeton
	J.A. Fife John Barnett Sifton <u>Steele Heights</u>	

The principal of the school underlined in the trustee subcommittee groupings is asked to be responsible for identifying to the board office the location of the meeting, to act as host of the meeting, and arrange for the taking of minutes. Please e-mail the location of the meeting to Manon Fraser. Dates and times will then be set by the board office and communicated as soon as possible. Further instructions will be provided to the host schools closer to the plan review dates.

**Review by Ward Trustee and Trustees from Other Wards**

**W  
A  
R  
D  
  
C**

**Trustee Don Williams  
Trustee Svend Hansen**

Brightview  
Britannia  
Coronation  
Crestwood

Glendale  
Glenora  
Grovenor  
Inglewood  
Parkview

**Trustee Don Williams  
Trustee George Nicholson**

Prince Charles  
Ross Sheppard  
Sherwood  
Westlawn

Westminster  
Westmount  
Woodcroft  
Youngstown

James Gibbons  
Laurier Heights  
Mayfield  
Westglen

**W  
A  
R  
D  
  
D**

**Trustee David Colburn  
Trustee Don Williams**

Amiskwaciy Academy  
Beacon Heights  
Montrose  
Newton  
Riverdale

**Trustee David Colburn  
Trustee Don Fleming**

Delton  
Eastwood  
John A. McDougall  
Norwood  
McCauley  
Parkdale  
Spruce Avenue

Eastglen  
Institutional Services  
Mount Royal  
Rundle

**Review by Ward Trustee and Trustees from Other Wards**

**W  
A  
R  
D  
  
E**

**Trustee Ken Gibson**  
**Trustee Bev Esslinger**

Aldergrove  
Callingwood  
Elmwood/Stratford

**Trustee Ken Gibson**  
**Trustee Wendy Keiver**

Lymburn  
Lynnwood  
Ormsby  
S. Bruce Smith

Centennial  
Hillcrest  
LaPerle

**W  
A  
R  
D  
  
F**

**Trustee Don Fleming**  
**Trustee Svend Hansen**

Alberta School for the Deaf/  
Tevie Miller  
Allendale  
L.Y. Cairns  
McKee

**Trustee Don Fleming**  
**Trustee David Colburn**

Avalon  
Belgravia  
Old Scona  
Strathcona

Centre High  
McKernan  
Mount Pleasant  
Oliver

**Review by Ward Trustee and Trustees from Other Wards**

**W  
A  
R  
D  
  
G**

Trustee Svend Hansen  
Trustee Bev Esslinger

Academy at King Edward  
Braemar  
Clara Tyner  
Forest Heights

Gold Bar  
Hardisty  
Hazeldean  
Velma E. Baker

Trustee Svend Hansen  
Trustee Gerry Gibeault

Holyrood  
Jackson Heights  
Julia Kiniski  
Kenilworth

Fulton Place  
King Edward  
Ottewell  
Terrace Heights  
Waverley

**W  
A  
R  
D  
  
H**

Trustee George Nicholson  
Trustee Ken Gibson

D.S. MacKenzie  
Duggan  
George H. Luck  
Sweet Grass

George. P. Nicholson  
Greenfield  
Harry Ainlay  
Keheewin

Trustee George Nicholson  
Trustee Gerry Gibeault

Brander Gardens  
Richard Secord  
Riverbend  
Vernon Barford

**Review by Ward Trustee and  
Trustees from Other Wards**

W A R D  I	Trustee Gerry Gibeault Trustee Don Fleming	Trustee Gerry Gibeault Trustee George Nicholson
	Bisset <u>Crawford Plains</u> Daly Grove Dan Knott Greenview	J. Percy Page Lee Ridge Satoo <u>Tipaskan</u>
	Edith Rogers <u>Ekota</u> Eilerslie Campus Grace Martin	Malcolm Tweddle <u>Menisa</u> Meyonohk Sakaw T.D. Baker



## School Groups for 2005–2006 Plan Review Superintendent’s Review

Review by Superintendent	Review by Superintendent
Abbott Afton Argyll Athlone Avonmore Bannerman Belmead	Highlands Hillview Homesteader Horse Hill Jasper Place John D. Bracco Kameyosek
Brookside Calder Capilano Dickinsfield Donnan/L'Academie Vimy Ridge Dovercourt Dunluce	Kate Chegwin Kildare Lansdowne Lauderdale Lendrum Londonderry Malmo
Earl Buxton Edmonton Christian Fraser Garneau Glengarry Grandview Heights High Park	McArthur McLeod McNally Meadowlark Meadowlark Christian Meyokumin Michael A. Kostek

**Review by  
Superintendent**

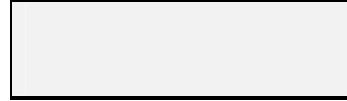


Mill Creek/Ritchie  
Millwoods Christian  
Minchau  
North Edmonton  
Parkallen  
Patricia Heights  
Pollard Meadows



Queen Alexandra  
R.J. Scott/Lawton  
Rideau Park  
Rio Terrace  
Rosslyn  
Rutherford  
Scott Robertson

**Review by  
Superintendent**



Steinhauer  
Strathearn  
Talmud Torah  
Thornccliffe  
Victoria  
Virginia Park  
W.P. Wagner



Weinlos  
Wellington  
Westbrook  
Windsor Park  
Winterburn  
York