

EDMONTON PUBLIC SCHOOLS

February 26, 2002

TO: Board of Trustees

FROM: A. McBeath, Superintendent of Schools

SUBJECT: Process and Timeline for Review and Approval of School and Central Three Year Plans

ORIGINATOR: G. Reynolds, Department Head

RESOURCE

STAFF: Mary-Ellen Deising

INFORMATION

On September 11, 2001, the board approved the process and timeline for review of 2000-2001 results, review of 2002-2005 plans, and review of the 2002-2003 operating budget.

This report is provided to update trustees on changes to the 2002-2003 plan review timelines.

The approved requirements for the results review and three-year planning process are attached as Appendix I.

The timeline for review of plans is attached as Appendix II and contains the following changes to the timeline approved by board on September 11, 2001.

- The recommendation of the 2002-2003 proposed planning base is changed from January 29 to February 26.
- Reporting of changes to the basis of allocation changed from January 29 to March 12.
- Presentation of trustee initiatives changed from January 29 to March 12.
- Schools receiving budget allocations and requirements for documentation of plans changed from February 1 to March 13.
- Central departments receiving budget allocations and requirements for documentation of plans changed from February 8 to March 15.
- Trustee subcommittee documentation for schools due to superintendent changed from February 25 to April 11.
- Trustee subcommittee documentation for central departments due to department head changed from March 4 to April 12.
- Distribution of 2002-2005 plans for each school and central department to trustees changed from March 8 to April 19.
- Trustee subcommittee review of central department plans changed from March 13 to April 24.

- Trustee subcommittee and superintendent review of school plans changed from March 11-22 to April 22 - May 3.
- Introduction of 2002-2005 plans and the 2002-2003 proposed budget changed from April 9 to May 7.
- Disposition of trustee initiatives in three-year plans changed from April 9 to May 7.
- Board review of school and central plans changed from April 22 to May 13.
- Board approval of 2002-2005 plans and the operating budget for 2002-2003 changed from April 22 to May 13.
- Board approval of the Edmonton Public Schools' Three-Year Education Plan changed from April 22 to May 13.

The process for review of 2002-2005 plans is attached as Appendix III and contains the date changes as in the timeline above.

School and central groupings for trustee subcommittee and superintendent review meetings will be provided to trustees in a TM.

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APPENDIX I - Requirements for the Results Review and Three-Year Planning Process

APPENDIX II - Timeline for Review of 2002-2005 Plans

APPENDIX III - Process and Timeline

Requirements for the Results Review and Three-Year Planning Process

- Trustees, staff, parents, students, and the community will be satisfied with their opportunity to review the results of all schools and central departments, to be involved in the three-year planning process, and to obtain additional information as required.
- The board will approve the district three-year plan, annual amendments, and the annual operating budget and will be informed of district level results achieved.
- The district three-year education plan and budget are approved by the board by the May 1st preceding implementation.
- The board will be informed of district level results by the November 15th following completion of each school year.
- Plans are developed and results reported in accordance with the district mission, priorities and standards which are in alignment with the provincial requirements.
- Processes implemented for the reporting and review of results, and the development, review, approval, and amendment of plans and budgets are accepted and supported by the board, staff, parents, and the community.
- The format for reporting results and three-year plans is consistent among schools and among decision units.
- The authority to propose and amend plans, and to expend funds is in accordance with responsibility for results.
- The budget accurately reflects the anticipated costs of meeting the identified educational requirements of students, is developed in accordance with government requirements and generally accepted accounting procedures, and includes specific identification of surpluses and deficits, amortized purchases, school generated funds, and internal and external revenues.
- The basis for the allocation of resources is equitable and is so perceived.
- Trustees are provided with the opportunity to identify initiatives to be included in school or central department planning.

Timeline for Review of 2002-2005 Plans

Oct 17, 2001	<ul style="list-style-type: none"> • Results Review documentation due to superintendent.
Oct 26, 2001	<ul style="list-style-type: none"> • 2000-2001 Results Review documentation for each school and central department is provided to Edmonton Public Libraries and distributed to trustees.
Nov 7, 2001	<ul style="list-style-type: none"> • Trustee subcommittee review of central department 2000-2001 results and implications for 2002-2005 plans.
Oct 29 to Nov 9, 2001	<ul style="list-style-type: none"> • Trustee subcommittees and the superintendent review school 2000-2001 results and implications for 2002-2005 plans.
Nov 13, 2001	<ul style="list-style-type: none"> • Trustees have opportunity to comment on results review meetings attended.
Nov 28, 2001	<ul style="list-style-type: none"> • Annual General Meeting
Dec 11, 2001	<ul style="list-style-type: none"> • The board approves/affirms/amends District Priorities
Jan 15, 2002	<ul style="list-style-type: none"> • Staff groups have opportunity to present to board their recommendations for consideration to three-year plans and the preparation of the 2001-2002 operating budget.
Feb 26, 2002	<ul style="list-style-type: none"> • The 2002-2003 proposed planning base is recommended to board.
Mar 12, 2002	<ul style="list-style-type: none"> • Changes to the basis of allocation are reported to board. • Trustee initiatives presented to board.
Mar 13, 2002	<ul style="list-style-type: none"> • Schools receive budget allocations and requirements for documentation of plans.
Mar 15, 2002	<ul style="list-style-type: none"> • Central departments receive budget allocations and requirements for documentation of plans.
Apr 11, 2002	<ul style="list-style-type: none"> • Trustee subcommittee documentation for schools due to superintendent.
Apr 12, 2002	<ul style="list-style-type: none"> • Trustee subcommittee documentation for central departments due to department head.
Apr 19, 2002	<ul style="list-style-type: none"> • 2002-2005 plans for each school and central department including the proposed distribution of resources for 2002-2003 are distributed to trustees.
Apr 24, 2002	<ul style="list-style-type: none"> • Trustee subcommittee review of central department 2002-2005 plans.
Apr 22 - May 3, 2002	<ul style="list-style-type: none"> • Trustee subcommittees and the superintendent review school 2002-2005 plans.
May 7, 2002	<ul style="list-style-type: none"> • The superintendent introduces to board the 2002-2003 operating budget and 2002-2005 plans. • The board is provided a report on the disposition of trustee initiatives in the recommended plans.
May 13, 2002	<ul style="list-style-type: none"> • The board reviews school and central plans.
May 13, 2002	<ul style="list-style-type: none"> • Following consideration of notices of motion the board approves 2002-2005 plans and the operating budget for 2002-2003. • The Edmonton Public Schools' Three-Year Education Plan is approved by board for forwarding to Alberta Learning.

denotes change from *Timeline for Review of 2000-01 Results and 2002-2005 Plans*, Sept. 11, 2001

Process and Timeline

Plan Review

September 14, 2001	Staff are advised of results, requirements, documentation format, and timelines.
by December 21, 2001	Schools have opportunity for input into projected enrolment for their school for the 2002-2003 school year.
March 2002	School council members and business key communicators will be invited to the review of central department plans. The agenda for central department meetings will include an overview by the department head. Decision unit administrators responsible for the planning documents will be present to respond to questions from trustees.
March 13, 2002	Schools receive budget allocations and requirements for documentation of plans.
April 11, 2002	Required documentation is submitted to the superintendent.
April 19, 2002	Copies will be made for individual trustees for the groups to be reviewed by that trustee.
April 24, 2002	Each central department presents its plans at a public meeting to designated trustees.
April 22 to May 3, 2002	Each group of principals presents its plans at a public meeting to designated trustees and to the superintendent or his designate. The meetings will be scheduled by the superintendent's office. 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. The format of the school review meetings will be as follows: a) The meeting will not exceed one and one-half hours. b) The agenda will include: i. introductions and an outline of the process for the meeting by the hosting principal. ii. Opening remarks by the trustee chair. (3 min.) iii. Each principal will present in turn and begin by introducing any staff, students, or parents in attendance. iv. The principal will then highlight (5 minutes) plans with particular reference to: - Student Achievement - Student, Parent & Community Attitudes - Significant Changes 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 plans. vi. <u>Other</u> (15 minutes) - other questions or items for discussion identified by trustees, principals, or others present at the meeting.

vii. Closing - the trustee chair will close the meeting.

c) Minutes of the meetings will be kept, will record questions and responses, and will be made available to all trustees

by April 30, 2002

All schools will communicate their budget plans to their 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.

May 7, 2002

Budget Summaries binders will be provided to the superintendent and trustees.

The superintendent will introduce the proposed plans and budget to the board.

May 13, 2002

The board will review plans of schools and central departments. Trustees will have opportunity to comment on review meetings that they have attended. Leadership staff will be in attendance to provide any additional information required.

May 13, 2002

Budget Summaries binders will be provided to the trustee reading room and Edmonton Public Libraries.