

EDMONTON PUBLIC SCHOOLS

March 11, 2008

TO: Board of Trustees  
FROM: E. Schmidt, Superintendent of Schools  
SUBJECT: Process and Timeline for 2008-2009 Planning  
ORIGINATOR: B. Tams, Assistant Superintendent  
RESOURCE  
STAFF: Jamie Pallett

RECOMMENDATION

That the process and timeline for review of 2008-2009 plans, and review of the 2008-2009 operating budget, as outlined in Appendix II, be approved.

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The recommended process and timeline for the approval of the 2008-2009 operating budget is outlined on the calendar in Appendix I. Appendix II provides a more detailed description of the process.

Appendix III identifies the proposed groupings for trustee subcommittee and superintendent review of 2008-2009 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.

JRP:bly

Appendix I - Process and Timeline for 2008-2009 Budget (Calendar)  
Appendix II - Process and Timeline for 2008-2009 Budget (Detail)  
Appendix III - School Groups for 2008-2009 Plan Review

## PROCESS AND TIMELINE FOR 2008-2009 BUDGET (CALENDAR)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
JAN			1 NEW YEAR'S DAY	2	3	4	5
	6	7	8 CONFERENCE	9	10	11	12
	13	14	15 BOARD	16	17	18	19
	20	21 final day for input into projected enrolment	22 CONFERENCE	23	24	25	26
	27	28	29 BOARD	30	31	1	2
FEB	3	4	5 CONFERENCE	6	7	8	9
	10	11 sign off on final draft of projected enrolment	12 BOARD District Priorities to Board	13	14	15	16
	17	18 FAMILY DAY	19 CONFERENCE Financial & Budget overview presented to trustees	20	21	22	23
	24	25	26 BOARD Staff Groups present to Board	27	28 TEACHER'S CONVENTION	29 TEACHER'S CONVENTION	1
	MAR	2	3	4 CONFERENCE Planning Base, Basis of Allocation to Conference	5	6	7
9		10	11 BOARD Process & Timeline, Planning Base, Basis of Allocation to Board	12	13	14 2008-09 Proposed Allocations to Schools & Central and Planning Manual out	15
16		17	18 RESERVED (CONFERENCE)	19	20	21 GOOD FRIDAY	22
23		24 EASTER MONDAY	25 BOARD	26	27	28	29
30 SPRING RECESS MAR 31-APR 4		31	1	2	3	4	5

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>APR</b>	30 SPRING RECESS MAR 31-APR 4	31	1	2	3	4	5
	6	7	8 CONFERENCE	9	10	11	12
	13	14	15 BOARD	16	17	18 School & Central Planning Docs due	19
	20	21	22 CONFERENCE	23	24	25	26
<b>MAY</b>	27	28	29 BOARD Introduction of 2008- 09 Budget to Board	30	1	2 School & Central Planning Docs to Trustees	3
	4 TRUSTEE SUBCOM MEETINGS MAY 5 - 23	5 CENTRAL TRUSTEE SUBCOMMITTEE MEETING	6 CONFERENCE	7	8	9	10
	11	12	13 BOARD	14	15	16	17
	18	19 VICTORIA DAY	20 CONFERENCE	21	22	23	24
	25	26	27 BOARD Budget Review & Approval to Board	28	29	30	31
	<b>JUN</b>	1	2	3 CONFERENCE	4	5	6
8		9	10 BOARD	11	12	13	14
15		16	17 RESERVED (CONFERENCE)	18	19	20	21
22		23	24 RESERVED (CONFERENCE)	25	26 LAST DAY OF INSTRUCTION	27 LAST DAY OF OPERATION	28
29		30					

**PROCESS AND TIMELINE FOR 2008-2009 BUDGET (DETAIL)**

<b>Spring/Planning Timeline</b>	<b>Process</b>
January 11-21, 2008	<ul style="list-style-type: none"> <li>Schools have opportunity for input into projected enrolment (first draft) for their school for the 2008-09 school year</li> </ul>
February 11, 2008	<ul style="list-style-type: none"> <li>Schools have opportunity to sign off on final draft of projected enrolment for their school for the 2008-09 school year</li> </ul>
February 12, 2008	<ul style="list-style-type: none"> <li>The board approves/affirms/amends District Priorities</li> </ul>
February 19, 2008	<ul style="list-style-type: none"> <li>Financial and Budget overview presented to conference</li> </ul>
February 26, 2008	<ul style="list-style-type: none"> <li>Staff groups have opportunity to present to board their recommendations for consideration to revised three-year plans and the preparation of the 2008-09 operating budget.</li> </ul>
March 4, 2008	<ul style="list-style-type: none"> <li>The Basis of Allocation for 2008-09 is presented to conference</li> <li>The 2008-09 Proposed Planning Base is presented to conference</li> </ul>
March 11, 2008	<ul style="list-style-type: none"> <li>Process and Timeline for 2008-09 Planning is recommended to board</li> <li>The Basis of Allocation for 2008-09 is reported to board</li> <li>The 2008-09 Proposed Planning Base is recommended to board</li> </ul>
March 14, 2008	<ul style="list-style-type: none"> <li>Schools receive budget allocations and requirements for documentation of plans</li> </ul>
March 14, 2008	<ul style="list-style-type: none"> <li>Central departments receive budget allocations and requirements for documentation of plans</li> </ul>
April 7-30, 2008	<ul style="list-style-type: none"> <li>Schools will invite the chairperson of the school council and other interested parents 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>
April 18, 2008	<ul style="list-style-type: none"> <li>Required documentation for schools is due to assistant superintendents</li> </ul>
April 18, 2008	<ul style="list-style-type: none"> <li>Required documentation for central departments is due to assistant superintendents</li> </ul>
April 29, 2008	<ul style="list-style-type: none"> <li>The superintendent will introduce the proposed budget to the board.</li> </ul>
May 2, 2008	<ul style="list-style-type: none"> <li>Copies of 2008-09 school plans will be made available for individual trustees for the schools to be reviewed by that trustee</li> </ul>
May 2, 2008	<ul style="list-style-type: none"> <li>Copies of 2008-09 central decision unit plans will be made available for individual trustees for the decision units to be reviewed by that trustee</li> </ul>
May 5 to 23, 2008	<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: <ul 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: <ul 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 meeting. (3 min.)</li> </ul> </li> </ul> </li> </ul>

Spring/Planning Timeline	Process
	<ul style="list-style-type: none"> <li>iii. Each principal will present in turn and begin by introducing any staff, students, or parents in attendance.</li> <li>iv. The principal will then highlight (5 minutes) year one of their 2008-2011 plans.</li> <li>v. After each presentation there will be opportunity for questions from trustees. 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.</li> <li>vi. <u>Other</u> - other questions or items for discussion identified by trustees, principals, or others present at the meeting.</li> <li>vii. Closing - the trustee chair will close the meeting.</li> </ul> <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>
May 5, 2008	<ul style="list-style-type: none"> <li>• Each central department presents its plans at a public meeting to designated trustees.</li> </ul>
by May 23, 2008	<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 27, 2008	<ul style="list-style-type: none"> <li>• Budget Summaries binders will be provided to the superintendent and trustees.</li> <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 Education.</li> </ul>
May 30, 2008	<ul style="list-style-type: none"> <li>• Budget Summaries binders will be placed in the Board Office and the main branch of Edmonton Public Library.</li> </ul>
June 30, 2008	<ul style="list-style-type: none"> <li>• Electronic copies of the planning documents will be provided to the Board Office.</li> </ul>

## School Groups for 2008-2009 Plan Review Trustee Review

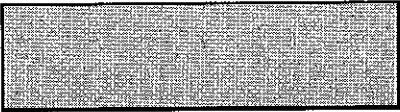
**Review by Ward Trustee and  
Trustees from Other Wards**

<b>W A R D  A</b>	Trustee Bev Esslinger Trustee Catherine Ripley	Trustee Bev Esslinger Trustee George Rice
	Kensington <u>Lago Lindo</u> Lauderdale Major General Griesbach	Evansdale McArthur <u>Mee-Yah-Noh</u> Queen Elizabeth
	Institutional Services Yellowhead Kennedale <u>Outreach Programs</u> Capital Health Glenrose Woodside	
<b>W A R D  B</b>	Trustee Ken Shipka Trustee David Colburn	Trustee Ken Shipka Trustee Bev Esslinger
	Bannerman <u>Belvedere</u> Delwood Edmonton Christian	John Barnett <u>Kirkness</u> Princeton Sifton
	<u>Kildare</u> Londonderry M.E. LaZerte Overlanders	

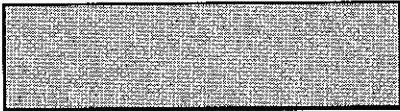
The principal of the school underlined in the trustee subcommittee groupings is asked to identify to the board office the location of the meeting, to act as host of the meeting, and arrange for the taking of minutes. Please e-mail the location of the meeting to Manon Fraser. Dates and times will then 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.

W  
A  
R  
D  
  
C

Trustee Sue Huff  
Trustee David Colburn

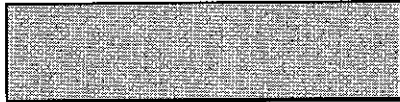


Afton  
Brightview  
Coronation



Glendale  
James Gibbons  
Jasper Place  
Mayfield

Trustee Sue Huff  
Trustee Gerry Gibeault



Laurier Heights  
Meadowlark  
Parkview

W  
A  
R  
D  
  
D

Trustee Dave Colburn  
Trustee Catherine Ripley

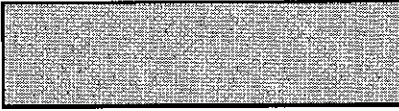


Abbott  
Highlands  
Mount Royal

Trustee Sue Huff  
Trustee Ken Gibson

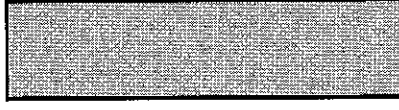


Ross Sheppard  
Stratford  
Westminster



Westglen  
Westmount  
Winterburn  
Youngstown

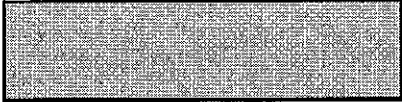
Trustee Dave Colburn  
Trustee George Rice



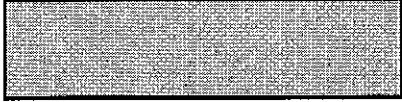
Delton  
Eastwood  
John A. McDougall  
Norwood  
McCauley  
Parkdale  
Spruce Avenue

W  
A  
R  
D  
E

Trustee Ken Gibson  
Trustee Ken Shlpka

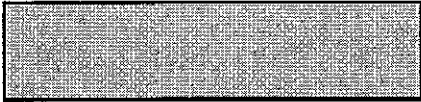


Centennial  
Elmwood  
Lymburn



LaPerle  
Patricia Heights  
S. Bruce Smith

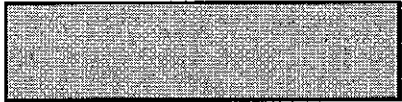
Trustee Ken Gibson  
Trustee Don Fleming



Aldergrove  
Callingwood  
Lynnwood

W  
A  
R  
D  
F

Trustee Don Fleming  
Trustee Bev Esslinger



Allendale  
Old Scona  
Windsor Park

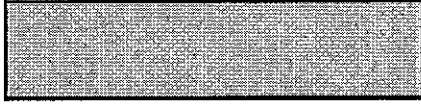


Avalon  
Lansdowne  
Lendrum  
L.Y. Cairns

Trustee Don Fleming  
Trustee George Rice



Garneau  
Malmo  
McKernan  
Mount Pleasant

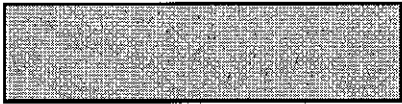


Centre High  
Oliver  
Strathcona



W  
A  
R  
D  
  
G

Trustee George Rice  
Trustee Ken Gibson

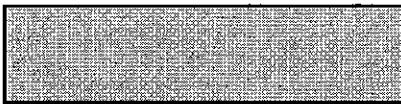


Academy at King Edward  
King Edward  
Braemar  
Clara Tyner



Hardisty  
Hazeldean  
Holyrood  
Julia Kiniski

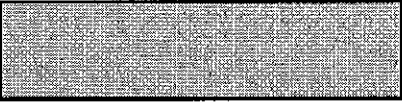
Trustee George Rice  
Trustee Bev Esslinger



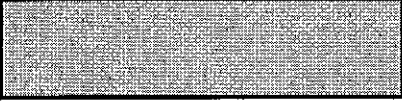
McNally  
Ottewell  
Velma E. Baker  
Waverley

W  
A  
R  
D  
  
H

Trustee Catherine Ripley  
Trustee Don Fleming

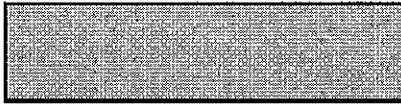


Brander Gardens  
D.S. MacKenzie  
Duggan  
Richard Secord

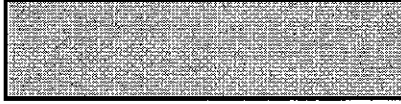


George H. Luck  
George P. Nicholson  
Greenfield

Trustee Catherine Ripley  
Trustee Gerry Gibeault



Earl Buxton  
Harry Ainlay  
Keheewin



Rideau Park  
Riverbend  
Vernon Barford

W  
A  
R  
D  
  
I

Trustee Gerry Gibeault  
Trustee Ken Shupka

[Redacted]

Bisset  
Daly Grove  
Ekota  
Ellerslie Campus

Trustee Gerry Gibeault  
Trustee Dave Colburn

[Redacted]

Millwoods Christian  
Satoo  
T.D. Baker  
Tipaskan

Trustee Gerry Gibeault  
Trustee Sue Huff

[Redacted]

Edith Rogers  
Greenview  
Hillview  
J. Percy Page

[Redacted]

Kameyosek  
Lee Ridge  
Menisa  
Meyonohk

## School Groups for 2008-2009 Plan Review Superintendent's Review

**Review by Superintendent &  
Assistant Superintendent**

**Superintendent Schmidt  
Donna Barrett**

[Redacted]

Amsikwacy Academy  
Athlone  
Fraser  
Glengarry  
Talmud Torah

**Superintendent Schmidt  
Tanni Parker**

[Redacted]

Alberta School for the Deaf /  
Tevie Miller  
Beacon Heights  
Belmont  
Caernarvon  
Crawford Plains

**Superintendent Schmidt  
Donna Barrett**

[Redacted]

Gold Bar  
Horse Hill  
John D. Bracco  
Malcolm Tweddle  
Meyokumin  
Michael A. Kostek

**Superintendent Schmidt  
Tanni Parker**

[Redacted]

Dovercourt  
Grace Martin  
Grandview Heights  
Homesteader  
Minchau  
Montrose

**Superintendent Schmidt  
Donna Barrett**

[Redacted]

Northmount  
Rio Terrace  
Scott Robertson  
Steele Heights  
Dickinsfield

**Superintendent Schmidt  
Tanni Parker**

[Redacted]

Grovenor  
Rosslyn  
Sakaw  
Steinhauer  
Victoria  
Woodcroft

**Review by Superintendent &  
Assistant Superintendent**

**Superintendent Schmidt  
Jenise Bidulock**

Dan Knott  
Hillcrest  
Kenilworth  
Mary Butterworth  
Thorncliffe

**Superintendent Schmidt  
Ron MacNeil**

Avonmore  
Brookside  
Dunluce  
Glenora  
Kate Chegwin  
Mill Creek/Ritchie  
Prince Charles

**Superintendent Schmidt  
Jenise Bidulock**

Argyll  
Donnan  
L'Academie Vimy Ridge  
Parkallen  
Rundle  
Virginia Park

**Superintendent Schmidt  
Ron MacNeil**

Lorelei  
McKee  
R.J. Scott/Lawton  
Riverdale  
Sherwood  
Sweet Grass  
Westlawn

**Superintendent Schmidt  
Bruce Coggles**

Belmead  
Capilano  
Forest Heights  
J.A. Fife  
Meadowlark Christian  
W.P. Wagner  
Westbrook

**Superintendent Schmidt  
Betty Tams**

Baturyn  
Calder  
Crestwood  
Fulton Place  
Jackson Heights  
Pollard Meadows

**Superintendent Schmidt  
Bruce Coggles**

Balwin  
Belgravia  
Britannia  
Eastglen  
Inglewood  
Ormsby  
York

**Superintendent Schmidt  
Betty Tams**

Killarney  
McLeod  
Queen Alexandra  
Rutherford  
Weinlos