

## EDMONTON PUBLIC SCHOOLS

March 24, 2009

TO: Board of Trustees

FROM: E. Schmidt, Superintendent of Schools

SUBJECT: Process and Timeline for 2009-2010 Planning

ORIGINATOR: D. R. Power, Assistant Superintendent – Treasurer

RESOURCE

STAFF: Jamie Pallett

### RECOMMENDATION

That the process and timeline for review of 2009-2010 plans, and review of the 2009-2010 operating budget, as outlined in Appendix II, be approved.

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On March 2, the District received information indicating that the 2009 Provincial Budget will be released on April 7, 2009 and that the deadline for submitting the school jurisdiction 2009-2010 Budget Report is being extended from May 31 to June 30, 2009.

In order to meet these keystone dates a recommended process and timeline is specified in Appendix I and II. It is important to note that Trustees will review central decision unit plans on May 27 and school plans on May 28 and June 5, 2009. The format for the Board subcommittee meetings will be as follows:

### Central Reviews

- Subcommittees will be scheduled for 1 ½ hours.
- The subcommittee agenda will be as follows:
  - Welcome and introductions by the chairperson.
  - The Trustee chair will outline the process for the meeting. (3 minutes)
  - Assistant Superintendent will make introductory remarks (10 minutes) highlighting emergent themes (i.e., kids at risk, technology, teacher capacity building, etc.) and key initiatives planned for in 2009-2010 by the decision units they supervise.
  - After the introductory remarks Trustees will have the opportunity to ask questions to the specific decision unit managers.
  - Closing - the Trustee chair will close the meeting.
  - Minutes of the meetings will be kept, including a record of questions and responses. The minutes will be made available to all Trustees.

## **School Reviews**

- Subcommittees will be scheduled for 1 ½ hours.
- The subcommittee agenda will be as follows:
  - Welcome and introductions by the chairperson.
  - The chairperson will outline the process for the meeting. (3 minutes)
  - Each principal will present in turn and begin by introducing any staff, students, or parents in attendance.
  - The principal will then highlight (5 minutes) emergent themes (i.e., kids at risk, technology, teacher capacity building, etc.) and key initiatives contained within their 2009-2010 plan.
  - After each presentation there will be opportunity for questions from the Trustees, Superintendent or Assistant Superintendents.
  - Other - additional questions or items for discussion identified by the Trustees, Superintendent or Assistant Superintendents, principals, or others present at the meeting.
  - Closing - the chairperson will close the meeting.
  - Minutes of the meetings will be kept, including a record of questions and responses. The minutes will be made available to all Trustees.

As in previous years the school decision units with 1<sup>st</sup> and 2<sup>nd</sup> year principals will be reviewed by the Superintendent or Assistant Superintendents. These reviews are scheduled on June 1 & 2, 2009.

JRP:bly

Appendix I     Process and Timeline for 2009-2010 Planning (Calendar)  
Appendix II    Process and Timeline for 2009-2010 Planning (Detail)

## PROCESS AND TIMELINE FOR 2009-2010 PLANNING (CALENDAR)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
JAN					1 NEW YEAR'S DAY	2	3
	4	5	6 CONFERENCE	7	8	9	10
	11	12	13 BOARD	14	15	16 schools final day for input into projected enrolment	17
	18	19	20 RESERVED CONFERENCE	21	22	23	24
	25	26	27 BOARD	28	29	30	31
FEB	1	2 schools sign off on final draft of projected enrolment	3 CONFERENCE	4	5	6	7
	8	9	10 BOARD	11	12	13	14
	15	16 FAMILY DAY	17 RESERVED CONFERENCE	18	19	20	21
	22	23	24 BOARD Staff Groups present to Board re budget planning	25	26 TEACHER'S CONVENTION	27 TEACHER'S CONVENTION	28
	1	2	3 CONFERENCE	4	5	6	7
MAR	8	9	10 BOARD	11	12	13	14
	15	16	17 CONFERENCE Budget Process & Timeline to Conference	18	19	20	21
	22	23	24 CONFERENCE Finance & Budget Overview to Conference  BOARD Budget Process & Timeline to Board	25	26	27	28

29 SPRING RECESS MAR 30-APR 3	30	31
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	Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR	SPRING RECESS MAR 30-APR 3			1	2	3	4
	5	6	7 PROVINCIAL BUDGET ANNOUNCEMENT	8	9	10 GOOD FRIDAY	11
	12	13 EASTER MONDAY	14 BOARD	15	16	17	18
MAY	19	20	21 CONFERENCE Planning Base, Basis of Allocation to Conference	22	23	24	25
	26	27	28 BOARD Planning Base, Basis of Allocation to Board	29	30	1 2009-10 Proposed Allocations to Schools & Central Planning Manual out	2
	3	4	5 CONFERENCE	6	7	8	9
	10	11	12 BOARD	13	14	15 School & Central Planning Docs due	16
	17	18 VICTORIA DAY	19 RESERVED CONFERENCE	20	21	22 School & Central Planning Docs to Trustees	23
JUN	24 TRUSTEE SUBCOMMITTEE MEETINGS MAY 27-JUNE 5	25	26 BOARD Introduction of 2009- 10 Budget to Board	27 CENTRAL BOARD SUBCOMMITTEE MEETING	28 SCHOOL BOARD SUBCOMMITTEE MEETING	29	30
	31	1 SUPERINTENDENT AND ASSISTANT SUPERINTENDENTS 1 <sup>ST</sup> AND 2 <sup>ND</sup> YEAR PRINCIPALS	2 SUPERINTENDENT AND ASSISTANT SUPERINTENDENTS 1 <sup>ST</sup> AND 2 <sup>ND</sup> YEAR PRINCIPALS	3	4	5 SCHOOL BOARD SUBCOMMITTEE MEETING	6
	7	8	9 BOARD Budget Review & Approval to Board	10	11	12	13
	14	15	16 RESERVED CONFERENCE	17	18	19	20
	21	22	23	24	25	26 LAST DAY OF INSTRUCTION	27
	28	29	30 LAST OPERATIONAL DAY District 2009-10 Budget Report submitted to Alta Ed				

**PROCESS AND TIMELINE FOR 2009-2010 PLANNING (DETAIL)**

<b>Spring/Planning Timeline</b>	<b>Process</b>
November 12, 2009	<ul style="list-style-type: none"> <li>• The Board affirms District Priorities</li> </ul>
January 2009	<ul style="list-style-type: none"> <li>• Schools have opportunity for input into projected enrolment (first draft) for their school for the 2009-10 school year</li> </ul>
February 2, 2009	<ul style="list-style-type: none"> <li>• Schools have opportunity to sign off on final draft of projected enrolment for their school for the 2009-10 school year</li> </ul>
February 24, 2009	<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 2009-10 operating budget</li> </ul>
March 17, 2009	<ul style="list-style-type: none"> <li>• Process and Timeline for 2009-10 Planning presented to conference</li> </ul>
March 24, 2009	<ul style="list-style-type: none"> <li>• Financial and Budget overview presented to conference</li> <li>• Process and Timeline for 2009-10 Planning recommended to Board</li> <li>• Input and guidance will be sought from the Board at this time</li> </ul>
April 7, 2009	<ul style="list-style-type: none"> <li>• Provincial Budget Announcement</li> </ul>
April 21, 2009	<ul style="list-style-type: none"> <li>• Changes to the Basis of Allocation for 2009-10 presented to conference</li> <li>• The 2009-10 Proposed Planning Base presented to conference</li> <li>• Input and guidance will be sought from the Board at this time</li> </ul>
April 28, 2009	<ul style="list-style-type: none"> <li>• Changes to the Basis of Allocation for 2009-10 reported to Board</li> <li>• The 2009-10 Proposed Planning Base recommended to Board</li> <li>• Input and guidance will be sought from the Board at this time</li> </ul>
May 1, 2009	<ul style="list-style-type: none"> <li>• Schools receive budget allocations and requirements for documentation of plans</li> </ul>
May 1, 2009	<ul style="list-style-type: none"> <li>• Central departments receive budget allocations and requirements for documentation of plans</li> </ul>
May 1-22, 2009	<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>
May 15, 2009	<ul style="list-style-type: none"> <li>• Required documentation for schools is due to assistant superintendents</li> </ul>
May 15, 2009	<ul style="list-style-type: none"> <li>• Required documentation for central departments is due to assistant superintendents</li> </ul>
May 22, 2009	<ul style="list-style-type: none"> <li>• Copies of 2009-10 school plans will be made available for individual trustees for the schools to be reviewed by that trustee</li> </ul>
May 22, 2009	<ul style="list-style-type: none"> <li>• Copies of 2009-10 central decision unit plans will be made available for individual trustees for the decision units to be reviewed by that trustee</li> </ul>
May 26, 2009	<ul style="list-style-type: none"> <li>• The superintendent will introduce the proposed budget to the Board</li> </ul>
May 27 to June 5, 2009	<ul style="list-style-type: none"> <li>• School and Central Board Subcommittees</li> </ul>
June 9, 2009	<ul style="list-style-type: none"> <li>• Budget Summaries binders will be provided to the superintendent, assistant superintendents 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>• Any amendments to the budget are considered additive unless otherwise stated. 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>
after June 9, 2009	<ul style="list-style-type: none"> <li>• All schools will communicate their budget plans to their school</li> </ul>

Spring/Planning Timeline	Process
	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.
June 12, 2009	<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, 2009	<ul style="list-style-type: none"> <li>• The District 2009-2010 Budget Report is submitted to Alberta Education.</li> <li>• Electronic copies of the planning documents will be posted on the Budget Services website.</li> </ul>