

EDMONTON PUBLIC SCHOOLS

April 13, 2011

TO: Board of Trustees
FROM: E. Schmidt, Superintendent of Schools
SUBJECT: Process and Timeline for 2011-2012 Planning
ORIGINATOR: B. Smith, Executive Director, Finance & Infrastructure
RESOURCE
STAFF: Sandra Bassett, Cheryl Hagen

RECOMMENDATION

That the process and timeline for review of the 2011-2012 District Plan, and review of the 2011-2012 operating budget, as outlined in Appendix I, be approved.

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The recommended process and timeline for the approval of the 2011-2012 operating budget is outlined in the calendar in Appendix I. Appendix II provides a more detailed description of the process.

On April 26th Trustees will review the proposed distribution of funds for the 2011-2012 school year. If approved, projected allocations will be forwarded to schools and central decision units on April 29th and proposed expenditure budgets will be uploaded to Budget Services on May 11th. On May 24th, at Public Board, Trustees will review the District Plan as well as the proposed budget for schools and central decision units which reflects the planned expenditure of all resources the District is forecasting to receive in 2011-2012. At that time Trustees will have the opportunity to comment or ask questions about the District plan and proposed budget. On June 14th Trustees will receive a recommendation for the approval of the 2011-2012 proposed budget.

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Appendix I Process and Timeline for 2011-2012 Planning (Calendar)
Appendix II Process and Timeline for 2011-2012 Planning (Detail)

PROCESS AND TIMELINE FOR 2011-2012 PLANNING (CALENDAR)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR	SPRING RECESS MAR 28-APR 1					1	2
	3	4	5 CONFERENCE	6	7	8	9
	10	11	12	13 Basis of Allocation and Distribution of Funds to Executive Team BOARD Process & Timeline to Board	14	15	16
	17	18	19 CONFERENCE Distribution of Funds to Conference	20 SPECIAL SLM Process & Timeline distributed to schools & central	21	22 GOOD FRIDAY	23
	24	25 EASTER MONDAY	26 BOARD Distribution of Funds to Board	27	28	29 Proposed Allocations to schools & central Planning Manual on-line	30
MAY	1	2	3 CONFERENCE	4	5	6	7
	8	9	10 BOARD	11 District Plan, Staffing & SES due	12	13	14
	15	16	17 CONFERENCE	18 Trustees receive Introduction and Review of 2011-2012 Budget	19	20	21
	22	23 VICTORIA DAY	24 BOARD Introduction & Review of 2011-2012 Budget to Board	25	26	27	28
JUN	29	30	31	1	2	3	4
	5	6	7 ASBA June 6 & 7	8	9	10	11
	12	13	14 BOARD Approval of 2011-2012 Budget to Board	15 District 2011-2012 Budget Report is submitted to Alberta Education	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29 LAST DAY OF INSTRUCTION	30 LAST OPERATIONAL DAY		

PROCESS AND TIMELINE FOR 2011-2012 PLANNING (DETAIL)

Spring/Planning Timeline	Process
April 13, 2011	<ul style="list-style-type: none"> • Changes to the Basis of Allocation brought to Executive Team
April 13, 2011	<ul style="list-style-type: none"> • Distribution of Funds brought to Executive Team
April 13, 2011	<ul style="list-style-type: none"> • Process and Timeline for 2011-2012 Planning is recommended to Board
April 19, 2011	<ul style="list-style-type: none"> • Distribution of Funds is presented to Conference
April 20, 2011	<ul style="list-style-type: none"> • Process and Timeline for 2011-2012 Planning is communicated to schools and central decision units
April 26, 2011	<ul style="list-style-type: none"> • Distribution of Funds is recommended to Board
April 29, 2011	<ul style="list-style-type: none"> • Schools and central departments receive budget allocations and requirements
May 11, 2011	<ul style="list-style-type: none"> • District Plan is due • Required documentation for schools is due to assistant superintendents • Required documentation for central departments is due to assistant superintendents
May 18, 2011	<ul style="list-style-type: none"> • Trustees receive Introduction and Review of 2011-2012 Budget
May 24, 2011	<ul style="list-style-type: none"> • The Superintendent will introduce the proposed budget to Board • The Board will review the District Plan and financial information
June 14, 2011	<ul style="list-style-type: none"> • The Board approves the 2011-2012 Budget
June 15, 2011	<ul style="list-style-type: none"> • The District 2011-2012 Budget Report is submitted to Alberta Education.