

EDMONTON PUBLIC SCHOOLS

April 27, 2010

TO: Board of Trustees
FROM: E. Schmidt, Superintendent of Schools
SUBJECT: Process and Timeline for 2010-2011 Planning
ORIGINATOR: J. Pallett, Director, Budget Services
RESOURCE
STAFF: Manon Fraser, Anne Sherwood, Brenda Yates

RECOMMENDATION

That the process and timeline for review of 2010-2011 plans, and review of the 2010-2011 operating budget, as outlined in Appendix II, be approved.

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The recommended process and timeline for the approval of the 2010-2011 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 school and central subcommittee reviews of 2010-2011 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.

As in previous years the school decision units with 1st and 2nd year principals will be reviewed by Assistant Superintendents. The proposed groupings are listed in Appendix IV. These meetings will be scheduled by the Assistant Superintendents during the period May 26 to June 14, 2010.

All subcommittee meetings will be held at the Centre for Education. In response to suggestions made by participants of the subcommittee process and to accommodate the revised timelines, four changes to the subcommittee meetings are being recommended.

1. Reviews of central decision unit plans will be held throughout the review period and not on one specific day. This change is necessary to accommodate trustee schedules and availability.
2. The review of the Superintendent of Schools, General Counsel, Board Administration and Communications plans will be the first item on the Conference Committee agenda that is scheduled on June 1, 2010. This change is necessary to accommodate trustee schedules and availability.
3. The school subcommittee principal groupings will increase from four to a maximum of seven principals. This was necessary to accommodate the revised timeline.

4. The format for school subcommittee meetings will change from a formal principal presentation model to a group interview model.

School Reviews

School subcommittee meetings will be scheduled for a maximum of 2 1/2 hours. The 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 introduce themselves and any staff, students, or parents in attendance.
- Trustees will then lead a process that follows a group interview format.
 - Step 1 (30-45 minutes)
 - General questions to all principals focusing on general themes, i.e., students at risk, technology, teacher capacity building, etc.
 - Step 2 (20-30 minutes)
 - Questions about specific initiatives at each school. Initiatives should be drawn from each of the three priorities.
- Break (10 minutes)
- Group interview continue
 - Step 3 (30-45 minutes)
 - The principal will then highlight the most critical initiative within their 2010-2011 Plan. Emphasis will be placed on how the initiative will be supported with both school based and central based resources.
 - Step 4 (5 minutes)
 - The chairperson will make final remarks and 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.

Central Reviews

Central subcommittee meetings will be scheduled for a maximum of 2 hours. The 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 how central departments are supporting the work of schools and key initiatives planned for 2010-2011 that address district priorities and emergent themes, i.e., students at risk, technology, teacher capacity building, etc.
- 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.

A report providing more details and an opportunity to discuss Trustee roles in school subcommittee meetings will be brought to conference on May 18, 2010.

JRP:bly

Appendix I - Process and Timeline for 2010-2011 Planning (Calendar)

Appendix II - Process and Timeline for 2010-2011 Planning (Detail)

Appendix III - School and Central Board Subcommittee Groups for 2010-2011 Plan Review

Appendix IV - School Assistant Superintendent Groups for 2010-2011 Plan Review

PROCESS AND TIMELINE FOR 2010-2011 PLANNING (CALENDAR)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR	SPRING RECESS MAR 29-APR 5				1	2 GOOD FRIDAY	3
	4	5 EASTER MONDAY	6 CONFERENCE Process and Timeline to Conference	7	8	9	10
	11	12	13 BOARD	14	15	16	17
	18	19	20 CONFERENCE Planning Base to Conference	21	22	23	24
MAY	25	26	27 BOARD Process and Timeline, Planning Base to Board	28	29	30 2010-11 Proposed Allocations to Schools & Central Planning Manual out	1
	2	3	4 CONFERENCE	5	6	7	8
	9	10	11 BOARD	12	13	14 School & Central Planning Docs due	15
	16	17	18 CONFERENCE Trustee Subcommittee Meetings to Conference	19	20	21 School Planning Docs to Trustees	22
	23	24 VICTORIA DAY	25 BOARD Introduction of 2010-11 Budget to Board	26 BOARD SUBCOMMITTEE MEETINGS	27	28 Central Planning Docs to Trustees	29
JUN	30	31 BOARD SUBCOMMITTEE MEETINGS	1 BOARD SUBCOMMITTEE MEETINGS	2 BOARD SUBCOMMITTEE MEETINGS	3 BOARD SUBCOMMITTEE MEETINGS	4 BOARD SUBCOMMITTEE MEETINGS	5
	6	7 ASBA June 7 & 8	8	9 BOARD SUBCOMMITTEE MEETINGS	10 BOARD SUBCOMMITTEE MEETINGS	11	12
	13	14 BOARD SUBCOMMITTEE MEETINGS	15 BOARD Budget Review & Approval to Board	16	17	18	19
	20	21	22 CONFERENCE	23	24	25	26

27	28	29 LAST DAY OF INSTRUCTION	30 LAST OPERATIONAL DAY Budget Submitted to Alberta Education
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Appendix II

PROCESS AND TIMELINE FOR 2010-2011 PLANNING (DETAIL)

Spring/Planning Timeline	Process
April 6, 2010	<ul style="list-style-type: none"> • Process and Timeline for 2010-2011 Planning presented to conference
April 20, 2010	<ul style="list-style-type: none"> • The 2010-2011 Proposed Planning Base is presented to conference
April 27, 2010	<ul style="list-style-type: none"> • Process and Timeline for 2010-2011 Planning is recommended to board • The 2010-2011 Proposed Planning Base is recommended to board
April 30, 2010	<ul style="list-style-type: none"> • Schools receive budget allocations and requirements for documentation of plans
April 30, 2010	<ul style="list-style-type: none"> • Central departments receive budget allocations and requirements for documentation of plans
May 3-21, 2010	<ul style="list-style-type: none"> • Schools will invite the chairperson of the school council and other interested parents to attend the subcommittee review • School council members and business key communicators will be invited to the review of central department plans
May 14, 2010	<ul style="list-style-type: none"> • Required documentation for schools is due to assistant superintendents • Required documentation for central departments is due to assistant superintendents
May 18, 2010	<ul style="list-style-type: none"> • A report providing more details and an opportunity to discuss Trustee roles in school subcommittee meetings will be brought to conference
May 21, 2010	<ul style="list-style-type: none"> • Copies of 2010-2011 school plans will be made available for individual Trustees for the schools to be reviewed by that Trustee • Copies of 2010-2011 central decision unit plans will be made available for individual Trustees for the decision units to be reviewed by that Trustee
May 25, 2010	<ul style="list-style-type: none"> • The Superintendent will introduce the proposed budget to the board.
May 26 to June 14, 2010	<ul style="list-style-type: none"> • School Board Subcommittees • Groups of principals explain their school plans to designated Trustees at a public meeting
May 26 to June 14, 2010	<ul style="list-style-type: none"> • Assistant Superintendent Subcommittees • First and second year principals present their plans to designated Assistant Superintendents
May 26 to June 14, 2010	<ul style="list-style-type: none"> • Central Board Subcommittees • Each central department presents its plans at a public meeting to designated Trustees
by June 11, 2010	<ul style="list-style-type: none"> • 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.
June 15, 2010	<ul style="list-style-type: none"> • Budget Summaries binders will be provided to the Superintendent, assistant superintendents, and Trustees. • 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.

Spring/Planning Timeline	Process
June 15, 2010	<ul style="list-style-type: none"> • Any amendments to the budget are considered additive unless otherwise stated. The Board approves the proposed plans and budget. • The Edmonton Public Schools' Three-Year Education Plan is approved by Board for forwarding to Alberta Education.
June 18, 2010	<ul style="list-style-type: none"> • Budget Summaries binders will be placed in the Board Office and the main branch of Edmonton Public Library.
June 30, 2010	<ul style="list-style-type: none"> • The District 2010-2011 Budget Report is submitted to Alberta Education. • Electronic copies of the planning documents will be posted on the Budget Services website.

**School and Central Board Subcommittee Groups
for 2010-2011 Plan Review**

Wednesday, May 26, 2010

9:00 to 11:30 am

CONFERENCE RM 1208
Trustee Colburn
Trustee Esslinger
 Abbott/RJ Scott
 Amiskwaciy
 Aspen at Woodside
 Eastglen
 Highlands
 Mount Royal
 Virginia Park

9:00 to 11:30 am

CONFERENCE RM 1210
Trustee Gibeault
Trustee Ripley
 Bisset
 Crawford Plains
 Daly Grove
 Edith Rogers
 Ellerslie
 Kate Chegwin

9:00 to 11:00 am

CONFERENCE RM 1212
Trustee Huff
Trustee Rice
 Student Information
 Special Projects Financing
 District Records & FOIP Management
 Surveys and Information Analysis

1:00 to 3:00 pm

CONFERENCE RM 1208
Trustee Colburn
Trustee Ripley
 Facilities Services
 Facilities Maintenance
 Energy Management
 Print Services
 Building Operations
 Blackboard Deli

1:00 to 3:30 pm

CONFERENCE RM 1210
Trustee Esslinger
Trustee Huff
 Athlone
 Caernarvon
 Dickinsfield
 Lauderdale
 Glengarry
 Institutional Services

1:00 to 3:30 pm

CONFERENCE RM 1212
Trustee Gibeault
Trustee Rice
 Greenview
 Grace Martin
 J. Percy Page
 Millwoods Christian
 Minchau
 Pollard Meadows
 T.D. Baker

1:00 to 3:00 pm

CONFERENCE RM 1200
Trustee Gibson
Trustee Fleming
 Programs
 Archives and Museum
 Bennett Centre
 International Programs

**School and Central Board Subcommittee Groups
for 2010-2011 Plan Review**

Monday, May 31, 2010

9:00 to 11:30 am

CONFERENCE RM 1208
Trustee Esslinger
Trustee Gibeault
Baturyn
Killarney
Mee-Yah-Noh
Northmount
Queen Elizabeth
Rosslyn
Scott Robertson

9:00 to 11:30 am

CONFERENCE RM 1210
Trustee Fleming
Trustee Gibson
Allendale
Avalon/Lendrum
Belgravia
Centre High
Garneau

9:00 to 11:30 am

CONFERENCE RM 1212
Trustee Ripley
Trustee Huff
Brander Gardens
Brookside
D.S. MacKenzie
Duggan
Earl Buxton
Greenfield

9:00 to 11:30 am

CONFERENCE RM 1200
Trustee Shipka
Trustee Rice
Balwin
Bannerman
Belvedere
Delwood
J.A. Fife
John D. Bracco
Kirkness

1:00 to 3:30 pm

CONFERENCE RM 1208
Trustee Gibeault
Trustee Colburn
Kameyosek
Lee Ridge
Malcolm Tweddle
Menisa
Meyokumin
Meyonohk
Weinlos

1:00 to 3:30 pm

CONFERENCE RM 1210
Trustee Gibson
Trustee Esslinger
Elmwood
LaPerle
Lymburn
Lynnwood
Talmud Torah
Thorncliffe

1:00 to 3:30 pm

CONFERENCE RM 1212
Trustee Rice
Trustee Fleming
Academy at King Edward
King Edward
Argyll
Avonmore
Clara Tyner
Hazeldean
W.P. Wagner

1:00 to 3:30 pm

CONFERENCE RM 1200
Trustee Shipka
Trustee Ripley
Belmont
Fraser
Kildare
Londonderry
M.E. LaZerte
McLeod
Princeton

**School and Central Board Subcommittee Groups
for 2010-2011 Plan Review**

Tuesday, June 1, 2010

8:30 to 10:30 am

MCCAULEY CHAMBERS

Board of Trustees
Superintendent of Schools
General Counsel
Board Administration
Communications

1:00 to 3:30 pm

CONFERENCE RM 1208

Trustee Gibson
Trustee Colburn
Aldergrove
Centennial
Michael A. Kostek
Patricia Heights
Rio Terrace
S. Bruce Smith

1:00 to 3:00 pm

CONFERENCE RM 1210

Trustee Rice
Trustee Esslinger
Planning
Property Management
Student Transportation

1:00 to 3:30 pm

CONFERENCE RM 1212

Trustee Ripley
Trustee Fleming
George H. Luck
George P. Nicholson
Harry Ainlay
Keheewin
Steinhauer
Westbrook

1:00 to 3:00 pm

CONFERENCE RM 1200

Trustee Shipka
Trustee Gibeault
District Foundation
Internal Audit
Metro Continuing Education

**School and Central Board Subcommittee Groups
for 2010-2011 Plan Review**

Wednesday, June 2, 2010

9:00 to 11:30 am

CONFERENCE RM 1208

Trustee Colburn
Trustee Fleming
Beacon Heights
Delton
Glenrose
Norwood
Riverdale
Rundle
Victoria

9:00 to 11:00 am

CONFERENCE RM 1212

Trustee Ripley
Trustee Gibson
Curriculum
Languages Centre at Woodcroft
Skill Centre
Research Support Services
Resource Development

**School and Central Board Subcommittee Groups
for 2010-2011 Plan Review**

Thursday, June 3, 2010

9:00 to 11:00 am

CONFERENCE RM 1212

Trustee Gibeault

Trustee Colburn

Consulting Services

ERECs

Teaching and Learning Support Services

Student Assessment

Leadership Services

Out of District Placement

1:00 to 3:00 pm

CONFERENCE RM 1208

Trustee Fleming

Trustee Colburn

Human Resources

Human Resources Supply Services

Staff Development Program

District Information Security

1:00 to 3:30 pm

CONFERENCE RM 1212

Trustee Rice

Trustee Gibeault

Donnan

Forest Heights

Gold Bar

Holyrood

Julia Kiniski

McNally

Rutherford

**School and Central Board Subcommittee Groups
for 2010-2011 Plan Review**

Friday, June 4, 2010

1:00 to 3:00 pm

CONFERENCE RM 1208

Trustee Colburn

Trustee Gibeault

Financial Operations

Financial Systems

Debt Service

Insurance

Distribution Centre

Budget Services

**School and Central Board Subcommittee Groups
for 2010-2011 Plan Review**

Wednesday, June 9, 2010

9:00 to 11:30 am

CONFERENCE RM 1208

Trustee Huff

Trustee Gibeault

Afton

Brightview

Edmonton Christian West

Glenora

Inglewood

Mayfield

Westlawn

1:00 to 3:00 pm

CONFERENCE RM 1208

Trustee Esslinger

Trustee Fleming

District Technology

District Technology – Programs

Computer Centre Services

Information Technology Services

1:00 to 3:30 pm

CONFERENCE RM 1212

Trustee Huff

Trustee Rice

Crestwood

Dovercourt

Grovenor

Jasper Place

Parkview

Westminster

Youngstown

**School and Central Board Subcommittee Groups
for 2010-2011 Plan Review**

Friday, June 10, 2010

1:00 to 3:30 pm

CONFERENCE RM 1208

Trustee Fleming

Trustee Huff

Grandview Heights

Lansdowne

McKee

McKernan

Mount Pleasant

**School and Central Board Subcommittee Groups
for 2010-2011 Plan Review**

Monday, June 14, 2010

9:00 to 11:30 am

CONFERENCE RM 1208
Trustee Huff
Trustee Esslinger
James Gibbons
Meadowlark
Meadowlark Christian
Prince Charles
Ross Sheppard
Stratford
Winterburn

9:00 to 11:30 am

CONFERENCE RM 1210
Trustee Rice
Trustee Ripley
Hardisty
Jackson Heights
Kenilworth
L'Academie Vimy Ridge
Ottewell
Velma E. Baker
Waverley

9:00 to 11:30 am

CONFERENCE RM 1212
Trustee Shipka
Trustee Gibson
Horse Hill
Homesteader
Outreach Programs
Sifton
Steele Heights
York

1:00 to 3:30 pm

CONFERENCE RM 1208
Trustee Esslinger
Trustee Gibson
Dunluce
Evansdale
Lago Lindo
Lorelei
Major General Griesbach
Mary Butterworth
McArthur

1:00 to 3:30 pm

CONFERENCE RM 1210
Trustee Fleming
Trustee Huff
Old Scona
Oliver
Parkallen
Strathcona
Windsor Park

1:00 to 3:30 pm

CONFERENCE RM 1212
Trustee Ripley
Trustee Shipka
Lillian Osborne
Richard Secord
Riverbend
Sweet Grass
Vernon Barford

**School Assistant Superintendent Groups
for 2010-2011 Plan Review**

May 26 to June 14, 2010

1st and 2nd Year Principals

Assistant Superintendent

Donna Barrett

Belmead
Braemar
Hillview
L.Y. Cairns
Laurier Heights
Spruce Avenue
Tipaskan

Assistant Superintendent

Jenise Bidulock

Callingwood
Dr. Donald Massey
Elizabeth Finch
Hillcrest
Mill Creek
Westmount

Assistant Superintendent

Bruce Coggles

Britannia
Ekota
John A. McDougall
Ormsby

Assistant Superintendent

Ron MacNeil

A. Blair McPherson
Florence Hallock
John Barnett
Lawton
Malmo
Satoo
Sherwood
Westglen

Assistant Superintendent

Tanni Parker

Alberta School for the Deaf / Tevie
Miller
Coronation
Dan Knott
Montrose
Overlanders
Rideau Park
Sakaw

Assistant Superintendent

Betty Tams

Calder
Edmonton Christian High
Edmonton Christian Northeast
Esther Starkman
Glendale
Johnny Bright
Kensington
Queen Alexandra