

EDMONTON PUBLIC SCHOOLS

February 13, 2007

TO: Board of Trustees
FROM: B. Holt, Acting Superintendent of Schools
SUBJECT: Process and Timeline for 2007-2008 Planning
ORIGINATOR: C. McCabe, Executive Director
RESOURCE
STAFF: Jamie Pallett

RECOMMENDATION

That the process and timeline for review of 2007-2008 plans, and review of the 2007-2008 operating budget, as outlined in Appendix II, be approved.

* * * * *

The recommended process and timeline for the approval of the 2007-2008 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 2007-2008 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 2007-2008 Budget (Calendar)
Appendix II - Process and Timeline for 2007-2008 Budget (Detail)
Appendix III - School Groups for 2007-2008 Plan Review

PROCESS AND TIMELINE FOR 2007-2008 BUDGET (CALENDAR)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
JAN		1 NEW YEAR'S DAY	2	3	4	5	6
	7	8	9 CONFERENCE	10	11	12	13
	14	15	16 BOARD District Priorities to Board	17	18	19 Trustees return Trustee Initiatives	20
	21	22 January 22 to 26 input into projected enrolment	23 CONFERENCE	24	25	26	27
	28	29	30 BOARD	31	1	2	3
FEB	4	5	6 CONFERENCE 2007-08 Budget Process & Timeline to Conference	7	8	9 sign off on final draft of projected enrolment	10
	11	12	13 BOARD 2007-08 Budget Process & Timeline to Board	14	15	16	17
	18	19 FAMILY DAY	20 TRUSTEE RETREAT 2007-08 Planning Base, 2007-08 Basis of Allocation to Retreat	21 TRUSTEE RETREAT	22	23	24
	25	26	27 BOARD Staff groups present to Board	28	1 TEACHER'S CONVENTION	2 TEACHER'S CONVENTION	3
MAR	4	5	6 CONFERENCE 2007-08 Planning Base, 2007-08 Basis of Allocation, 2007-08 Trustee Initiatives to Conf	7	8	9	10
	11	12	13 BOARD 2007-08 Basis of Allocation and 2007-08 District Rates to Board	14	15	16	17
	18	19	20 RESERVED (CONFERENCE)	21	22	23	24
	25 SPRING RECESS MAR 26-30	26	27	28	29	30	31

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR	1	2	3 CONFERENCE	4	5	6 GOOD FRIDAY	7
	8	9 EASTER MONDAY	10 BOARD 2007-08 Planning Base and 2007-08 Trustee Initiatives to Board	11	12	13	14
	15	16 2007-08 Proposed Allocations & Planning Manual Out (week of 16 th)	17 CONFERENCE	18	19	20	21
	22	23	24 BOARD	25	26	27	28
	29	30	1 CONFERENCE	2 School Planning Docs Due	3	4 Central Planning Docs Due	5
MAY	6	7	8 BOARD Introduction of 2007-08 Budget to Board	9	10	11 School Planning Docs to Trustees	12
	13 TRUSTEE SUBCOM MEETINGS MAY 14-JUN 1	14	15 RESERVED (CONFERENCE)	16	17	18 Central Planning Docs to Trustees	19
	20	21 VICTORIA DAY	22 BOARD	23	24	25	26
	27	28 CENTRAL TRUSTEE SUBCOMMITTEE MEETING	29 RESERVED (CONFERENCE)	30	31	1	2 (Tentative) PSBAA JUNE 2-3
	JUN	3	4 (Tentative) ASBA JUNE 4-5	5	6	7	8
10		11 RESERVED (CONFERENCE)	12 BOARD Budget Review & Approval to Board	13	14	15	15
17		18	19 RESERVED (CONFERENCE)	20	21	22	23
24		25	26 RESERVED (CONFERENCE)	27	28 LAST DAY OF INSTRUCTION	29 LAST DAY OF OPERATION	30

PROCESS AND TIMELINE FOR 2007-2008 BUDGET (DETAIL)

Spring/Planning Timeline	Process
December 15, 2006	<ul style="list-style-type: none"> The process for identifying Trustee Initiatives begins with a TM
January 16, 2007	<ul style="list-style-type: none"> The board approves/affirms/amends District Priorities
January 22-26, 2007	<ul style="list-style-type: none"> Schools have opportunity for input into projected enrolment (first draft) for their school for the 2007-08 school year
February 6, 2007	<ul style="list-style-type: none"> Process and Timeline for 2007-08 Planning presented at conference for information
February 9, 2007	<ul style="list-style-type: none"> Schools have opportunity to sign off on final draft of projected enrolment for their school for the 2007-08 school year
February 13, 2007	<ul style="list-style-type: none"> Process and Timeline for 2007-08 Planning is recommended to board
February 20, 21, 2007	<ul style="list-style-type: none"> Proposed Changes to the Basis of Allocation for 2007-08, and 2007-08 Proposed Planning Base presented at Trustee Retreat for feedback
February 27, 2007	<ul style="list-style-type: none"> Staff groups have opportunity to present to board their recommendations for consideration to revised three-year plans and the preparation of the 2007-08 operating budget.
March 6, 2007	<ul style="list-style-type: none"> Trustee Planning Initiatives for 2007-08 presented at conference for clarification, discussion and confirmation Proposed Changes to the Basis of Allocation for 2007-08 presented at conference 2007-08 Proposed Planning Base presented at conference
March 13, 2007	<ul style="list-style-type: none"> Proposed Changes to the Basis of Allocation for 2007-08 are reported to board District Rates for 2007-08 are reported to board
April 1-30, 2007	<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.
April 10, 2007	<ul style="list-style-type: none"> Trustee Planning Initiatives for 2007-08 are reported to board The 2007-08 Proposed Planning Base is recommended to board.
week of April 16 th , 2007	<ul style="list-style-type: none"> Schools receive budget allocations and requirements for documentation of plans
week of April 16 th , 2007	<ul style="list-style-type: none"> Central departments receive budget allocations and requirements for documentation of plans
May 2, 2007	<ul style="list-style-type: none"> Required documentation for schools is due to the superintendent.
May 4, 2007	<ul style="list-style-type: none"> Required documentation for central departments is due to senior administration.
May 8, 2007	<ul style="list-style-type: none"> The superintendent will introduce the proposed budget to the board.
May 11, 2007	<ul style="list-style-type: none"> Copies of 2007-08 school plans will be made available for individual trustees for the schools to be reviewed by that trustee.
May 18, 2007	<ul style="list-style-type: none"> Copies of 2007-08 central decision unit plans will be made available for individual trustees for the decision units to be reviewed by that trustee.
May 14 to June 1, 2007	<ul style="list-style-type: none"> Each group of principals presents its plans at a public meeting to designated trustees and to the superintendent. 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

Spring/Planning Timeline	Process
	<p>departments will be at the Centre for Education.</p> <ul style="list-style-type: none"> • The format of the school review meetings will be as follows: <ul style="list-style-type: none"> 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. b) The agenda will include: <ul style="list-style-type: none"> i. Welcome and introductions by the hosting principal. ii. The trustee chair will outline the process for the meeting. (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) year three of their revised 2005-2008 plans. 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. vi. <u>Other</u> - 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, including a record of questions and responses. The minutes will be made available to all trustees.
May 28, 2007	<ul style="list-style-type: none"> • Each central department presents its plans at a public meeting to designated trustees.
by June 1, 2007	<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 12, 2007	<ul style="list-style-type: none"> • Budget Summaries binders will be provided to the superintendent 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. • Principals from Superintendent's Council and central decision unit administrators will be present to respond to trustee questions. • 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. • The Edmonton Public Schools' Three-Year Education Plan is approved by board for forwarding to Alberta Education.
June 15, 2007	<ul style="list-style-type: none"> • Budget Summaries binders will be placed in the trustee reading room and Edmonton Public Libraries.

School Groups for 2007-2008 Plan Review Trustee Review

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

W A R D A	Trustee Bev Esslinger Trustee Ken Gibson	Trustee Bev Esslinger Trustee David Colburn
	Athlone Baturyn Caernarvon Dickinsfield	<u>Calder</u> Dunluce Lorelei Major General Griesbach
	Institutional Services Yellowhead Kennedale Outreach Programs <u>Capital Health</u> Glenrose Woodside	Mary Butterworth McArthur <u>Queen Elizabeth</u> Rosslyn Scott Robertson
W A R D B	Trustee Wendy Keiver Trustee Don Williams	Trustee Wendy Keiver Trustee Gerry Gibeault
	Balwin Delwood <u>Edmonton Christian</u> Fraser	John D. Bracco Kildare Londonderry <u>Overlanders</u>
	Homesteader <u>Horse Hill</u> J. A. Fife John Barnett	Princeton <u>Sifton</u> York

The principal of the school underlined in the trustee subcommittee groupings is asked to be responsible for identifying 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.

Review by Ward Trustee and Trustees from Other Wards

**W
A
R
D

C**

**Trustee Don Williams
Trustee Bev Esslinger**

Afton
Britannia
Coronation
Crestwood

Dovercourt
Glenora
Inglewood

**Trustee Don Williams
Trustee Don Fleming**

Jasper Place
Laurier Heights
Meadowlark
Sherwood

Westminster
Westmount
Winterburn

**W
A
R
D

D**

**Trustee David Colburn
Trustee Svend Hansen**

Abbott
Amiskwaciy Academy
Beacon Heights
Highlands

Newton
RJ Scott/Lawton
Victoria
Virginia Park

**Trustee David Colburn
Trustee Bev Esslinger**

Delton
Eastwood
John A. McDougall
Norwood
McCauley
Parkdale
Spruce Avenue

Review by Ward Trustee and Trustees from Other Wards

**W
A
R
D

E**

Trustee Ken Gibson
Trustee George Nicholson

Aldergrove
Belmead
Centennial

Lymburn
Michael A. Kostek
Ormsby

Trustee Ken Gibson
Trustee Gerry Gibeault

Patricia Heights
S. Bruce Smith
Thorncliffe

**W
A
R
D

F**

Trustee Don Fleming
Trustee George Nicholson

Garneau
Grandview Heights
Malmo

McKee
McKernan
Mount Pleasant

Trustee Don Fleming
Trustee Wendy Keiver

Oliver
Queen Alexandra
Strathcona
Windsor Park

Review by Ward Trustee and Trustees from Other Wards

W A R D G	Trustee Svend Hansen Trustee Ken Gibson	Trustee Svend Hansen Trustee Don Williams
	Academy at King Edward King Edward Argyll <u>Avonmore</u>	<u>Jackson Heights</u> Julia Kiniksi Kenilworth McNally
	Braemar Capilano Clara Tyner <u>Hardisty</u> Holyrood	<u>Rutherford</u> Velma E. Baker W.P. Wagner Waverley

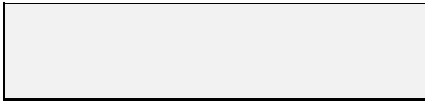
W A R D H	Trustee George Nicholson Trustee David Colburn	Trustee George Nicholson Trustee Don Fleming
	Brookside <u>D.S. MacKenzie</u> Earl Buxton	<u>Richard Secord</u> Steinhauer Vernon Barford Westbrook
	George H. Luck George P. Nicholson <u>Greenfield</u>	

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

W A R D I	Trustee Gerry Gibeault Trustee Svend Hansen	Trustee Gerry Gibeault Trustee Wendy Keiver
	Bissett Crawford Plains Edith Rogers Ekota	Kate Chegwin <u>Lee Ridge</u> Malcolm Tweddle Menisa
	Ellerslie Campus Grace Martin Hillview J. Percy Page <u>Kameyosek</u>	<u>Meyonohk</u> Millwoods Christian Pollard Meadows Tipaksan Weinlos

School Groups for 2007-2008 Plan Review Superintendent's Review

Review by Superintendent



Allendale
 Alberta School for the Deaf/
 Tevie Miller
 Avalon
 Bannerman
 Belgravia
 Belmont
 Belvedere



Brander Gardens
 Brightview
 Callingwood
 Centre High
 Daly Grove
 Dan Knott
 Donnan/L'Academie Vimy Ridge

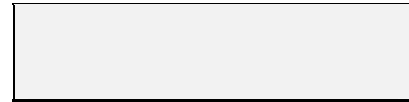


Duggan
 Eastglen
 Elmwood
 Evansdale
 Forest Heights
 Fulton Place
 Glendale

Review by Superintendent



Glengarry
 Gold Bar
 Greenview
 Grovenor
 Harry Ainlay
 Hazeldean
 High Park

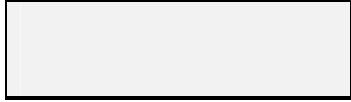


Hillcrest
 James Gibbons
 Keheewin
 Kensington
 Killarney
 Kirkness
 L.Y. Cairns



Lago Lindo
 Lansdowne
 LaPerle
 Lauderdale
 Lendrum
 Lynnwood
 M.E. LaZerte

**Review by
Superintendent**



Mayfield
McLeod
Meadowlark Christian
Mee-Yah-Noh
Meyokumin
Escuela Mill Creek/Ritchie
Minchau
Montrose

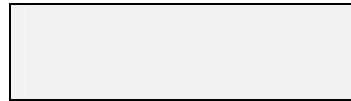


Mount Royal
Northmount
Old Scona
Ottewell
Parkallen
Parkview
Prince Charles
Rideau Park

**Review by
Superintendent**



Rio Terrace
Riverbend
Riverdale
Ross Sheppard
Rundle
Sakaw
Satoo
Steele Heights



Stratford
Sweet Grass
T.D. Baker
Talmud Torah
Westglen
Westlawn
Woodcroft
Youngstown