

EDMONTON PUBLIC SCHOOLS

February 14, 2006

TO: Board of Trustees
FROM: E. Schmidt, Acting Superintendent of Schools
SUBJECT: Process and Timeline for 2006-2007 Planning
ORIGINATOR: C. McCabe, Executive Director
RESOURCE
STAFF: Jamie Pallett

RECOMMENDATION

That the process and timeline for review of 2006-2007 plans, and review of the 2006-2007 operating budget, as outlined in Appendix II, be approved.

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The recommended process and timeline for the approval of the 2006-2007 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 2006-2007 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 2006-2007 Budget (Calendar)
Appendix II - Process and Timeline for 2006-2007 Budget (Detail)
Appendix III - School Groups for 2006-2007 Plan Review

PROCESS AND TIMELINE FOR 2006-2007 BUDGET (CALENDAR)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
JAN	1 NEW YEAR'S DAY						
	8		10 CONFERENCE Trustee Initiatives to Conference				
	15		17 BOARD			20 Trustees return Trustee Initiatives January 20 to 27 Input into projected enrolment	
	22		24 CONFERENCE				
	29		31 BOARD District Priorities to Board	1	2 Meet with union presidents – orientation & info re 2006-07 budget planning process	3	4
FEB	5		7 CONFERENCE Trustee Retreat – Budget Process & Timeline, 2006-07 Planning Base, 2006-07 Basis of Allocation	8	9	10	11
	12		14 sign off on final draft of proj. enrol. BOARD Budget Process & Timeline to Board	15	16	17	18
	19	20 FAMILY DAY	21 CONFERENCE Trustee Initiatives, 2006-07 Basis of Allocation to Conf	22	23	24	25
	26	27	28 BOARD Staff groups present to Board	1	2 TEACHER'S CONVENTION	3 TEACHER'S CONVENTION	4
	MAR	5		7 CONFERENCE 2006-07 Planning Base to Conf	8	9	10
12			14 BOARD District Rates, Trustee Initiatives & Basis of Allocation to Board	15	16	17	18
19			21 RESERVED (CONFERENCE)	22	23	24	25
26 SPRING RECESS MAR 27-31		27	28	29	30	31	

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR							1
	2	3	4 CONFERENCE	5	6	7	8
	9	10	11	12	13	14 GOOD FRIDAY	15
	16	17 EASTER MONDAY	18 BOARD 2006-07 Planning Base to Board Allocations & Planning Manual Out (week of 18 th)	19	20	21	22
	23	24	25 BOARD	26	27	28	29
MAY	30 EDUCATION WEEK APR 30 – MAY 6	1	2 CONFERENCE	3 School Planning Docs Due	4	5 Central Planning Docs Due	6
	7	8	9 BOARD Introduction of Budget to Board	10 Planning Docs for 11 th & 12 th to trustees	11	12 Planning Docs (remainder) to Trustees	13
	14 TRUSTEE SUBCOM MTGS MAY 11-JUN 2	15	16 RESERVED (CONFERENCE)	17	18	19 CENTRAL TRUSTEE SUBCOM MTG	20
	21	22 VICTORIA DAY	23 BOARD	24	25	26	27
	28	29	30 RESERVED (CONFERENCE)	31	1	2	3 PSBAA JUNE 3-4 RED DEER
JUN	4	5 ASBA JUNE 5-6 RED DEER	6	7	8	9	10
	11	12 RESERVED (CONFERENCE)	13 BOARD Budget Review & Approval to Board	14	15	16	17
	18	19	20 RESERVED (CONFERENCE)	21	22	23	24
	25	26	27 RESERVED (CONFERENCE)	28	29 LAST DAY OF INSTRUCTION	30 LAST DAY OF OPERATION	

PROCESS AND TIMELINE FOR 2006-2007 BUDGET (DETAIL)

Spring/Planning Timeline	Process
January 10, 2006	<ul style="list-style-type: none"> • The process for identifying Trustee Initiatives begins at conference
January 20-27, 2006	<ul style="list-style-type: none"> • Schools have opportunity for input into projected enrolment (first draft) for their school for the 2006-07 school year
January 31, 2006	<ul style="list-style-type: none"> • The board approves/affirms/amends District Priorities
February 2, 2006	<ul style="list-style-type: none"> • Meet with union presidents regarding orientation & information re 2006-07 budget planning process
February 7, 2006	<ul style="list-style-type: none"> • Process and Timeline for 2006-07 Planning, Proposed Changes to the Basis of Allocation for 2006-07, and 2006-07 Proposed Planning Base presented at Trustee Retreat for feedback
February 14, 2006	<ul style="list-style-type: none"> • Process and Timeline for 2006-07 Planning is recommended to board
by February 14, 2006	<ul style="list-style-type: none"> • Schools have opportunity to sign off on final draft of projected enrolment for their school for the 2006-07 school year
February 21, 2006	<ul style="list-style-type: none"> • Trustee Planning Initiatives for 2006-07 and Proposed Changes to the Basis of Allocation for 2006-07 presented at conference.
February 28, 2006	<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 2006-07 operating budget.
March 7, 2006	<ul style="list-style-type: none"> • 2006-07 Proposed Planning Base presented at conference.
March 14, 2006	<ul style="list-style-type: none"> • Proposed Changes to the Basis of Allocation for 2006-07 are reported to board • District Rates for 2006-07 are reported to board • Trustee Planning Initiatives for 2006-07 are reported to board
April 1-30, 2006	<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 18, 2006	<ul style="list-style-type: none"> • The 2006-07 Proposed Planning Base is recommended to board.
week of April 18 th , 2006	<ul style="list-style-type: none"> • Schools receive budget allocations and requirements for documentation of plans
week of April 18 th , 2006	<ul style="list-style-type: none"> • Central departments receive budget allocations and requirements for documentation of plans
May 3, 2006	<ul style="list-style-type: none"> • Required documentation for schools is due to the superintendent.
May 5, 2006	<ul style="list-style-type: none"> • Required documentation for central departments is due to senior administration.
May 9, 2006	<ul style="list-style-type: none"> • The superintendent will introduce the proposed budget to the board.
May 10, 2006	<ul style="list-style-type: none"> • Copies of 2006-07 school plans will be made available for individual trustees for the schools to be reviewed May 11 and 12 by that trustee.
May 12, 2006	<ul style="list-style-type: none"> • Copies of 2006-07 school plans will be made available for individual trustees for the remainder of schools to be reviewed by that trustee.
May 12, 2006	<ul style="list-style-type: none"> • Copies of 2006-07 central decision unit plans will be made available for individual trustees for the decision units to be reviewed by that trustee.
May 11 to June 2, 2006	<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

Spring/Planning Timeline	Process
	<p>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.</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 two of their revised 2005-2008 plans. v. After each presentation there will be opportunity for questions from trustees. (5 minutes) 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> (15 minutes) - 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 19, 2006	<ul style="list-style-type: none"> • Each central department presents its plans at a public meeting to designated trustees.
by June 2, 2006	<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 13, 2006	<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 Learning.
June 16, 2006	<ul style="list-style-type: none"> • Budget Summaries binders will be placed in the trustee reading room and Edmonton Public Libraries.

School Groups for 2006-2007 Plan Review Trustee Review

Review by Ward Trustee and Trustees from Other Wards

W A R D A	Trustee Bev Esslinger Trustee Don Fleming	Trustee Bev Esslinger Trustee Gerry Gibeault
	<u>Athlone</u> Baturyn Calder Dickinsfield	<u>Lauderdale</u> Lorelei Mary Butterworth McArthur
	Dunluce Evansdale <u>Glengarry</u> Killarney	<u>Mee-Yah-Noh</u> Northmount Rosslyn Scott Robertson
W A R D B	Trustee Wendy Keiver Trustee Bev Esslinger	Trustee Wendy Keiver Trustee George Nicholson
	Balwin Bannerman Belmont <u>Belvedere</u>	<u>Kildare</u> Kirkness M.E. LaZerte
	Homesteader <u>J.A. Fife</u> John D. Bracco McLeod	Princeton Steele Heights <u>York</u>

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 Wendy Keiver**

Afton
Britannia
Dovercourt
Glendale
Grovenor

High Park
James Gibbons
Jasper Place
Mayfield

**Trustee Don Williams
Trustee David Colburn**

Meadowlark Christian
Parkview
Prince Charles
Ross Sheppard
Sherwood

Westglen
Westlawn
Woodcroft
Youngstown

**W
A
R
D

D**

**Trustee David Colburn
Trustee Ken Gibson**

Amiskwaciy Academy
Eastglen
Riverdale

Mount Royal
RJ Scott/Lawton
Rundle
Victoria

**Trustee David Colburn
Trustee Gerry Gibeault**

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 Don Fleming**

Belmead
Callingwood
Elmwood
Stratford

**Trustee Ken Gibson
Trustee Svend Hansen**

Hillcrest
Lynnwood
Michael A. Kostek
Ormsby

LaPerle
Rio Terrace
Talmud Torah
Thorncliffe

**W
A
R
D

F**

**Trustee Don Fleming
Trustee Don Williams**

Alberta School for the Deaf/
Tevie Miller
Allendale
McKee

Centre High
Garneau
Grandview Heights
Mount Pleasant

**Trustee Don Fleming
Trustee Ken Gibson**

Avalon
Lansdowne
Lendrum
L.Y. Cairns

Old Scona
Parkallen
Queen Alexandra
Windsor Park

Review by Ward Trustee and Trustees from Other Wards

**W
A
R
D

G**

**Trustee Svend Hansen
Trustee George Nicholson**

Argyll
Avonmore
Capilano
Forest Heights

Fulton Place
Gold Bar
McNally
Mill Creek/Ritchie

**Trustee Svend Hansen
Trustee Wendy Keiver**

Donnan/L'Academie Vimy Ridge
Hazeldean
Ottewell
Rutherford
W.P. Wagner

**W
A
R
D

H**

**Trustee George Nicholson
Trustee Svend Hansen**

Brander Gardens
Earl Buxton
Harry Ainlay

Brookside
Keheewin
Rideau Park
Riverbend

**Trustee George Nicholson
Trustee Bev Esslinger**

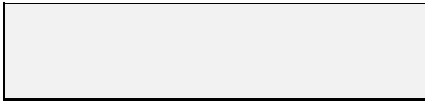
Steinhauer
Sweet Grass
Westbrook

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

W A R D I	Trustee Gerry Gibeault Trustee Don Williams	Trustee Gerry Gibeault Trustee David Colburn
	Bisset Crawford Plains Daly Grove Dan Knott <u>Grace Martin</u>	Malcolm Twedde Meyokumin Millwoods Christian <u>Weinlos</u>
	Edith Rogers Greenview <u>Hillview</u> Kate Chegwin	Minchau Pollard Meadows <u>Satoo</u> T.D. Baker

School Groups for 2006-2007 Plan Review Superintendent's Review

Review by Superintendent



Abbott
Academy at King Edward
King Edward
Aldergrove
Beacon Heights
Belgravia
Braemar



Brightview
Caernarvon
Centennial
Clara Tyner
Coronation
Crestwood
D.S. MacKenzie

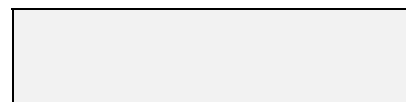


Delwood
Duggan
Edmonton Christian
Ekota
Ellerslie Campus
Fraser
George H. Luck

Review by Superintendent



George P. Nicholson
Glenora
Greenfield
Hardisty
Highlands
Holyrood
Horse Hill



Institutional Services
Yellowhead
Kennedale
Outreach Programs
Capital Health
Glenrose
Woodside



Inglewood
J. Percy Page
Jackson Heights
John Barnett
Julia Kiniski
Kameyosek
Kenilworth

**Review by
Superintendent**

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Kensington
Lago Lindo
Laurier Heights
Lee Ridge
Londonderry
Lymburn
Major General Griesbach

[Empty box]

Malmo
McKernan
Meadowlark
Menisa
Meyonohk
Montrose

[Empty box]

Newton
Oliver
Overlanders
Patricia Heights
Queen Elizabeth
Richard Secord

**Review by
Superintendent**

[Empty box]

S. Bruce Smith
Sakaw
Sifton
Strathcona
Tipaskan
Velma E. Baker

[Empty box]

Vernon Barford
Virginia Park
Waverley
Westminster
Westmount
Winterburn