

DATE: March 18, 2014

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

ORIGINATOR: David Fraser, Executive Director, Corporate Services

SUBJECT: Process and Timeline for the 2014-2015 Budget and for the Fall Review of the 2013-2014 Results and the Plans for 2014-2015

RESOURCE STAFF: Todd Burnstad, Cheryl Hagen

REFERENCE: [Province of Alberta School Act](#)

ISSUE

School boards are required each spring to prepare and submit to the Minister an annual budget for the fiscal year beginning on the following September 1. The spring proposed budget is based on projected enrolment and is due to the Province by May 31. The revised budget is updated in the fall based on the actual September 30 enrolment and is due to the Province by November 30.

In conjunction with the annual budget process, the Board is required to meet government policy and requirements for school board planning and results reporting no later than November 30.

RECOMMENDATION

- 1. That the process and timeline for the 2014-2015 spring budget and the revised 2014-2015 fall budget, as outlined in Attachment I, be approved.**
- 2. That the process and timeline for review of the 2013-2014 results and the 2014-2015 plans be approved.**

BACKGROUND

The provincial budget was announced on March 6, 2014. As per past practice, the District will notify Alberta Education that the timeline for submission of the budget report will need to be extended to June 27 to accommodate the proposed site-based budgeting process timeline. Given these assumptions, the attached process and timeline for the approval of the 2014-2015 Budget has been developed for your consideration.

In addition, each school year, the Board approves the process and timeline for review of the previous year's results as well as the review of the plans established for the current school year. Through discussions Trustees have an opportunity to learn about the results achieved by schools and central decision units and the implications those results have on their 2014-2015 plans. Trustees will also gain an understanding of how schools and central departments will address their plans in support of the district priorities.

This is the second year of moving to a simplified process where schools and central decision units will now report on the results achieved from the SMART (Specific, Measurable, Attainable, Relevant, Time-framed) goals that were established for 2013-2014, as well as identify significant challenges and improvement opportunities that will impact their 2014-2015

plans. The Plans document (Attachment IV) will once again contain priority, high impact SMART goals for the upcoming school year. Both the results review and plans documents are aligned to the district's priorities.

RELATED FACTS

The proposed budget is based on projected enrolment, proposed revenue and funding assumptions to schools and decision units and the basis of allocation, which are developed in tandem. In the past, the Distribution of Funds report was compiled using detailed projected enrolment at an individual school level. For the current year, the Distribution of Funds report will be based on a high level district enrolment projection. The projected enrolment will then be updated to factor in the district's Growth Accommodation Plan, prior to the roll out of the spring budget allocations which will form the proposed budget document.

The proposed budget is then updated in the fall based on September 30 enrolment. The attached process and timeline outlines key dates and specific information requirements necessary to meet the target date for the approval of both the spring proposed and the fall revised budget which in tandem represent the 2014-15 Budget. In order to allow sufficient time for planning, the Distribution of Funds report will be presented at a special Caucus Committee meeting on April 10, 2014 prior to the public board meeting on April 22, 2014. The Trustees will then have an opportunity to review the proposed budget at the public board meeting on June 10, 2014 prior to considering approval at the public board meeting on June 24, 2014.

In conjunction with Trustee terms moving from three years to four years, each Trustee will review one half of the schools in their ward in subcommittee meetings every year with all schools being reviewed twice over a four-year term. These meetings have been arranged so that Trustees have the option to participate in additional reviews in other wards. School Trustee subcommittee meetings will be held at schools; central Trustee subcommittee meetings will be held at the Centre for Education. All subcommittee meetings will take place between November 19 and 26, 2014 and will be for a maximum of 2.5 hours each. School subcommittee meetings will have groupings of up to five schools. Assistant Superintendents, in addition to attending the subcommittee meetings, will review all their schools as part of one-on-one or in catchment meetings prior to November 30, 2014.

The recommended timeline for review of the 2013-2014 results and the 2014-2015 plans is outlined in Attachment I.

Central subcommittee meetings have been scheduled to take place November 26, 2014. There will be five central subcommittee meetings scheduled for a maximum of 2.5 hours per session. The Superintendent will present his decision unit's results review and plans at the public board meeting on November 25, 2014.

During the school subcommittee meetings, Trustees, in collaboration with Assistant Superintendents, will facilitate a group dialogue. Proposed agendas for both school and central meetings are provided in Attachment V. Attachment VI identifies the proposed groupings for Trustee subcommittee reviews.

As in previous years the school decision units with first and second year principals will be reviewed by Assistant Superintendents. These meetings will be scheduled by the Assistant Superintendents prior to November 30, 2014.

OPTIONS

1. Approve the process and timeline for the 2014-2015 spring budget, the revised 2014-2015 fall budget, the process and timeline for review of the 2013-2014 results and the 2014-2015 plans.
2. Approve Option 1 with modifications.

CONSIDERATIONS & ANALYSIS

Option 1 is being proposed as it complies with Government and Board requirements.

NEXT STEPS

- If approved by Trustees on March 18, 2014, the 2014-2015 budget process and timeline will be communicated to principals and central decision unit leaders on March 19, 2014.
- Trustees will review the proposed budget at the public board meeting on June 10, 2014.
- The proposed budget including any revisions will be recommended to Trustees at the public board meeting on June 24, 2014.
- If approved, the 2014-2015 Budget Report will be submitted to Alberta Education on June 27, 2014.

ATTACHMENTS

ATTACHMENT I	Process and Timeline for the 2014-2015 Budget (Calendar)
ATTACHMENT II	Process and Timeline for 2014-2015 Budget (Detail)
ATTACHMENT III	2013-2014 Results Review - document template
ATTACHMENT IV	2014-2015 Plans - document template
ATTACHMENT V	Proposed Agendas
ATTACHMENT VI	School and Central Groups for review of 2013-2014 results and 2014-2015 plans – Trustees Subcommittee Review

TB:kr

Spring Proposed 2014-15 Budget

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
MAR							1
	2	3 Process and Timeline to DST	4 BOARD 2:00pm	5 High Level Projected Enrolment from Planning	6 PROVINCIAL BUDGET ANNOUNCED	7	8
	9	10	11	12	13	14	15
	16	17	18 BOARD 2:00pm Process & Timeline to Board (MARS 13523)	19 Process & Timeline distributed to Schools & Central	20	21	22
	23	24	25	26	27	28	29
APR	30 Spring Recess Mar 31-Apr 4 incl.	31	1	2	3	4	5
	6	7 Distribution of Funds Report for Executive Team	8	9	10 CAUCUS Distribution of Funds to Caucus (MARS 13530) BOARD 1:00pm	11	12
	13	14 Target Date to have Actual Projected Enrolment from Planning	15	16	17	18 Good Friday	19
	20	21 Easter Monday	22 Distribution of Funds to Board (MARS 13529) BOARD 2:00pm	23	24	25	26
	27	28	29	30	1	2 Projected Allocations to schools and Central	3
MAY							

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
MAY (cont'd)	4	5	6 BOARD 2:00pm	7	8	9	10
	11	12	13	14	15 School & Central Proposed Budgets Due	16	17
	18	19 Victoria Day	20 BOARD 2:00pm	21	22	23	24
	25	26	27	28	29	30	31
JUN	1	2 ASBA	3 ASBA	4	5	6	7
	8	9	10 BOARD 2:00pm Introduction & Review of 2014-2015 Budget (MARS 13545)	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24 BOARD 2:00pm Approve 2014-2015 Budget to Board (MARS 13536)	25	26 Last Day of Instruction	27 BUDGET TO ALBERTA ED. Last Day of Operation	28

2014-15 Fall Revised Budget

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
AUG	24	25	26	27	28 First Day of Operation	29	30
SEP	31	1 Labour Day	2 First Instructional Day	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30 September 30 th Enrolment Count	1	2 BPS Results/Planning Modules Open	3	4
OCT	5	6 Enrolment Files Due to Budget Services	7	8	9	10 Principal Allowance Calc due to HR	11
	12	13 Thanksgiving	14	15	16	17 Results Review & Planning Doc's Due Revised Budget Open - Allocations to Schools & Central	18
	19	20	21	22	23	24	25
	26	27	28 Revised Budget Due	29	30	31	1
NOV	2	3	4	5	6	7	8
	9	10	11 Remembrance Day	12 Target Date to Distribute Results Review + Plans to Trustee's & Assistant Superintendents.	13	14	15
	16	17	18	19 Fall Update package to Trustees Trustee School Meetings	20 Trustee School Meetings	21 Trustee School Meetings	22
		24	25 Fall Budget Update presented at Board	26 Trustee Central Meetings	27	28 Fall Budget Update Due to the Province	29

**PROCESS AND TIMELINE FOR THE 2014-2015 SPRING PROPOSED BUDGET
(DETAIL)**

Spring/Planning Timeline	Process
March 18, 2014	• Process and Timeline for 2014-2015 Spring Proposed Budget is recommended to Board
March 19, 2014	• Process and Timeline for 2014-2015 Spring Proposed Budget is communicated to schools and central decision units
April 7, 2014	• Distribution of Funds report to the District Support Team
April 10, 2014	• Distribution of Funds report is presented to Caucus
April 22, 2014	• Distribution of Funds is recommended to Board
May 2, 2014	• Schools and central departments receive projected allocations and requirements
May 15, 2014	• Schools and Central departments proposed budgets uploaded in BPS
June 10, 2014	• Introduction and review of the 2014-2015 Spring Proposed Budget to Board
June 24, 2014	• The Board approves the 2014-2015 Spring Proposed Budget
June 27, 2014	• The District's 2014-2015 Budget Report is submitted to Alberta Education

PROCESS AND TIMELINE FOR THE 2014-2015 FALL REVISED BUDGET (DETAIL)

Timeline	Process
October 2014	- Schools to invite the chairperson of the school council and other parents to attend the subcommittee review - School council members will be invited to the review of central department results
October 2, 2014	2013-2014 Results Review document and the 2014-2015 Plan document distributed
October 17, 2014	- The 2013-2014 Results Review document is due - The 2014-2015 Plans document is due
October 17, 2014	- Schools receive 2014-2015 allocations based on September 30 enrolment - Central decision units receive 2014-2015 allocations
October 28, 2014	2014-2015 Fall Revised Budget is due
November 12, 2014	- Copies of 2013-2014 results review documentation will be made for all Trustees - Copies of 2014-2015 planning documentation and revised budgets will be made for all Trustees
November 19 to 21, 2014	- School Trustee Subcommittees - Each group of principals presents their results at a public meeting to designated Trustees
November 25 & 26, 2014	- Central Trustee Subcommittees - Superintendent of Schools DU to be presented at Board on November 25, 2014 - Each central department presents their results at a public meeting to designated Trustees on November 26, 2014
November 25, 2014	Trustees will have an opportunity to comment on subcommittee review meetings attended at a public Board meeting
Prior to November 30, 2014	- Assistant Superintendent Subcommittees - First and second year principals present their results to designated Assistant Superintendents - Review of remaining schools from Assistant Superintendents' catchment areas
November 28, 2014	2014-2015 Fall Budget Update submitted to the Province
December 6, 2014	Results review documentation, plans and revised budgets will be posted on the district website



EDMONTON PUBLIC SCHOOLS

2013/14 Results Review**School Name – DU #**

District Priorities 2011-2014 – *note: these were the priorities that were in effect for the 2013/2014 School year.*

1. Provide supports and programs that will enable all students to complete high school.
2. Deepen students' understanding of equity and empathy as key citizenship traits.
3. Ensure all students and their families are welcomed, respected, accepted and supported in every school.
4. Promote health and wellness for all students and staff.
5. Listen to staff, honour their contributions, and support their opportunities for collaboration, growth and professional development.

Based on the three SMART goals that were established for 2013-2014, report on the results you achieved (with evidence, including referencing the School's Accountability Pillar results, if applicable) and describe how achievement of the goal supports the above District's Priorities that were in effect when the goal was set (reference the priority number in your response).

SMART Goal #1: *goal will be imported from the 2013-2014 Budget*

Results Achieved:

SMART Goal #2: *goal will be imported from the 2013-2014 Budget*

Results Achieved:

SMART Goal #3: *goal will be imported from the 2013-2014 Budget*

Results Achieved:

Challenges:

What were the biggest challenges encountered in 2013/2014?

Improvement Opportunities:

What are the implications from 2013/2014 that will impact your plan for 2014/2015?



EDMONTON PUBLIC SCHOOLS

2014/15 Plans**School/Central Name: DU #****District Priorities 2014-2017**

1. To be inserted once approved.
2. To be inserted once approved.
3. To be inserted once approved.

The following SMART (Specific, Measureable, Attainable, Relevant, Time-framed) goals have been established for the 2014/15 school year (referencing the District's Priority number that the goal supports).

SMART Goal #1:**SMART Goal #2:****SMART Goal #3:**

Proposed Agendas

School Trustee Subcommittee Meetings – November 2014

Optional Morning Meetings

- Prior to school sub-committee meetings, Trustees and assistant superintendents may choose to meet briefly to review pertinent information and discuss any issues or concerns that may arise during the review of school results and plans.

School Reviews

- Welcome, introductions, and overview of the process by the Trustee. (5 min.)
- Each principal will introduce themselves and any staff, students, parents or community members in attendance. (5 min)
- Trustees and assistant superintendents will then facilitate a group discussion by posing a number of general questions. (20 min)
- Each principal will have an opportunity to highlight results from 2013-2014 as well as key initiatives in their 2014-2015 plan. Principals will respond to individual questions from Trustees. (25 minutes per school)
- Break after the first school presentation. (15 min)
- The Trustee will make final remarks and close the meeting. (5 min.)

Lunch

- There will be a 1 ½ hour break between the a.m. and p.m. sessions to allow time for lunch and travel time to the host school for the afternoon session
- There is no expectation that schools provide lunch for Trustees or assistant superintendents

Central Trustee Subcommittee Meetings

- Welcome, introductions, and overview of the process by the Chairperson. (5 min.)
- The superintendent, executive director or assistant superintendent will introduce themselves and any staff in attendance. (5 min)
- Trustees will then facilitate a group discussion by posing a number of general questions. (20 min)
- The superintendent, executive director or assistant superintendent will have an opportunity to highlight results as well as key initiatives in their 2014-2015 plan. DU staff members will respond to individual questions from Trustees. (1½ hours for the presentation and questions plus a 15 minute break)
- The Chairperson will make final remarks and close the meeting. (5 min.)

**School and Central Groups for Review of 2013-2014 Results and 2014-2015 Plans
Trustee Subcommittee Review**

Wednesday, November 19, 2014

Ward A	Ward B	Ward E
9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:
Trustee Cheryl Johner Assistant Superintendent Kathy Muhlethaler	Trustee Michelle Draper Assistant Superintendent Mark Liguori Ron MacNeil	Trustee Ken Gibson Assistant Superintendent Diana Bolan
Baturyn Caernarvon Dunluce Florence Hallock	Balwin Belmont Belvedere Homesteader	Aldergrove Lynnwood Outreach Programs Thorncliffe

Ward A	Ward B	Ward E
1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:
Trustee Cheryl Johner Assistant Superintendent Kathy Muhlethaler	Trustee Michelle Draper Assistant Superintendent Mark Liguori Ron MacNeil	Trustee Ken Gibson Assistant Superintendent Diana Bolan
Calder Dickinsfield Evansdale Glengarry Major General Griesbach	Edmonton Christian NE John Barnett York	Callingwood Centennial Ormsby Talmud Torah

**School and Central Groups for Review of 2013-2014 Results and 2014-2015 Plans
Trustee Subcommittee Review**

Thursday, November 20, 2014

Ward C	Ward D	Ward F
9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:
Trustee Orville Chubb Assistant Superintendent Diana Bolan	Trustee Ray Martin Assistant Superintendent Mark Liguori	Trustee Michael Janz Assistant Superintendent Kathy Muhlethaler Ron MacNeil
Afton Aspen Program Glendale James Gibbons Stratford	Delton Lawton Montrose	L.Y. Cairns McKee McKernan Queen Alexandra Windsor Park

Ward I	Ward G	Ward F
1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:
Trustee Sherry Adams Assistant Superintendent Mark Liguori Ron MacNeil	Trustee Sarah Hoffman Assistant Superintendent Diana Bolan	Trustee Michael Janz Assistant Superintendent Kathy Muhlethaler
Crawford Plains Daly Grove Hillview T.D. Baker Weinlos	Braemar Forest Heights Gold Bar Kenilworth Rutherford	Brander Gardens Brookside Earl Buxton

**School and Central Groups for Review of 2013-2014 Results and 2014-2015 Plans
Trustee Subcommittee Review**

Friday, November 21, 2014

Ward G	Ward I	Ward C
9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:
Trustee Sarah Hoffman Assistant Superintendent Diana Bolan Kathy Muhlethaler	Trustee Sherry Adams Assistant Superintendent Ron MacNeil	Trustee Orville Chubb Assistant Superintendent Mark Liguori
A. Blair McPherson Academy at King Edward/King Edward Donnan Hazeldean	Ekota Ellerslie J. Percy Page Tipaskan	Coronation Dovercourt Inglewood Prince Charles

Ward D	Ward H	Ward C
1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:
Trustee Ray Martin Assistant Superintendent Diana Bolan Kathy Muhlethaler	Trustee Nathan Ip Assistant Superintendent Ron MacNeil	Trustee Orville Chubb Assistant Superintendent Mark Liguori
Hospital School Campus John A. McDougall Riverdale	Esther Starkman George P. Nicholson Greenfield Johnny Bright Keheewin	Britannia Crestwood Edmonton Christian W Mayfield Ross Sheppard

**School and Central Groups for Review of 2013-2014 Results and 2014-2015 Plans
Trustee Subcommittee Review**

****Superintendent of Schools DU to be reviewed at Board, November 25, 2014**

**Wednesday, November 26, 2014
9:00 to 11:30 am**

Trustee
Trustee
Conference Room
<i>David Fraser, Executive Director</i> District Records & FOIP Management Facilities Services Financial Operations Planning & Student Transportation

Trustee
Trustee
Conference Room
<i>Darrel Robertson, Superintendent</i> District Support Services Governance and Strategic Services General Counsel

Trustee
Trustee
Conference Room
<i>Mark Liguori, Assistant Superintendent</i> Inclusive Learning Research, Data and Knowledge Support for Staff and Students

**Wednesday, November 26, 2014
1:00 to 3:30 pm**

Trustee
Trustee
Conference Room
<i>David Fraser, Executive Director</i> Communications District Foundation District Technology Human Resources

Note: The Board Chair has the option to attend any of the central Trustee subcommittee meetings.