

DATE: March 17, 2015

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Process and Timeline for the 2015-2016 Budget and for the Fall Review of the 2014-2015 Results and the Plans for 2015-2016

ORIGINATOR: Todd Burnstad, Manager, Budget Services

RESOURCE STAFF: n/a

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

ISSUE

School boards are required to prepare and submit to the Minister a budget for the fiscal year beginning on the following September 1 of a given year. The spring proposed budget is based on projected enrolment and is due to the Province usually 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 2015-2016 budget and the 2015-2016 fall revised budget, as outlined in Attachment I, be approved.**
- 2. That the process and timeline for review of the 2014-2015 results and the 2015-2016 plans, as outlined in Attachment I, be approved.**

BACKGROUND

The 2015-2016 Provincial budget is being released on March 26, 2015. This is approximately three weeks later than in prior years. If the May 30 deadline for submission to Alberta Education is maintained, we will need to request an extension with the goal to submit the budget report on June 26 to accommodate the proposed site-based budgeting process timeline. In addition, the draft spring proposed calendar includes a two-step process in the event an election is called after the initial budget has been announced. Given these assumptions, the attached process and timeline for the approval of the 2015-2016 budget has been developed.

In addition, each school year, the Board of Trustees (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 2015-2016 plans. Trustees will also gain an understanding of how schools and central departments will address their plans in support of the district priorities.

Schools and central decision units will report on the results achieved from the SMART (Specific, Measurable, Attainable, Relevant, Time-framed) goals that were established for 2014-2015 as well as identify the biggest challenges and improvement opportunities that will impact their 2015-2016 plans. The Plans document (Attachment IV) details 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.

The proposed budget is then updated in the fall based on September 30 enrolment. The 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 2015-2016 Budget. In order to allow sufficient time for planning, the Distribution of Funds report will be presented at a special Caucus meeting on April 21, 2015 prior to public board on April 28, 2015. Trustees will then have an opportunity to review the proposed budget at public board on June 9, 2015, prior to seeking approval at public board on June 23, 2015.

As part of the fall budget process, Trustees will review approximately one half of the schools in their ward in subcommittee meetings each 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 18 and 23, 2015 and will be for a maximum of 2½ 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, 2015.

The recommended timeline for review of the 2014-2015 results and the 2015-2016 plans is outlined in Attachment I.

Central subcommittee meetings have been scheduled to take place November 25, 2015. There will be five central subcommittee meetings scheduled for a maximum of 2½ hours per session. The Superintendent will present his decision unit results review and plans at public board on November 24, 2015.

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 (based on Trustee ward) 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, 2015.

OPTIONS

The following options are selected for consideration as they are deemed the most admissible:

1. Approve the process and timeline for the 2015-2016 spring budget, the revised 2015-2016 fall budget, the process and timeline for review of the 2014-2015 results and the 2015-2016 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 the Board, the 2015-2016 budget process and timeline will be communicated to principals and central decision unit leaders on March 18, 2015.
- Trustees will review the proposed budget at public board on June 9, 2015.
- The proposed budget will be recommended to Trustees at public board on June 23, 2015.
- If approved, the 2015-2016 Budget Report will be submitted to Alberta Education on June 26, 2015.

ATTACHMENTS & APPENDICES

ATTACHMENT I Process and Timeline for the 2015-2016 Budget (Calendar)

ATTACHMENT II Process and Timeline for 2015-2016 Budget (Detail)

ATTACHMENT III 2014-2015 Results Review - document template

ATTACHMENT IV 2015-2016 Plans - document template

ATTACHMENT V Proposed Agendas

ATTACHMENT VI School and Central Groups for review of 2014-2015 results and 2015-2016 plans – Trustees Subcommittee Review

TB:kr

Spring Proposed 2015-2016 Budget Timeline – *DRAFT*

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
MAR	1	2	3 BOARD 2:00pm	4	5	6	7
	8	9 Budget Process and Timeline to DST	10	11	12	13	14
	15	16	17 BOARD 2:00pm Process & Timeline to Board (MARS 13765)	18 Process & Timeline distributed to Schools & Central	19 High Level Projected Enrolment from Planning	20 District PD Day (no classes)	21
	22	23	24	25	26 PROVINCIAL BUDGET ANNOUNCED	27	28
	29 Spring Recess Mar 30-Apr 2 incl.	30	31	1	2	3 Good Friday	4
APR	5	6 Easter Monday	7 BOARD 2:00pm Board to approve adjusted Timeline if required?	8	9	10	11
	12	13 Target Date to have Actual Projected Enrolment from Planning	14	15 Distribution of Funds Report for Executive Team	16 SPECIAL MST Feedback - Distribution of Funds	17	18
	19	20	21 SPECIAL CAUCUS? Distribution of Funds (Walk In Report) BOARD 2:00pm	22 NO CHANGES CAN BE MADE AFTER THIS DATE	23	24	25
	26	27	28 SPECIAL BOARD Distribution of Funds	29	30	1 Projected Allocations to Schools & Central Planning Manual	2
MAY	3	4	5 BOARD 2:00pm	6	7	8	9
	10	11	12 SPECIAL CAUCUS? Required if Election triggers revised Budget – Revised Distribution of Funds to Caucus?	13	14 School & Central Proposed Budgets Due	15 District Day in Lieu (no classes)	16
	17	18 Victoria Day	19 BOARD 2:00pm Required if Election triggers revised Budget – Revised Distribution of Funds to Board?	20	21 Revised Allocations to Schools & Central (Required if Election triggers revised Budget)	22	23
	24	25	26 SPECIAL CAUCUS? Approval of Draft Budget? (Only if NO Election impact)	27	28 School & Central Proposed Budgets Due	29 DRAFT – Budget due to Alberta Ed. (Only if NO Election Impact)	30

Spring Proposed 2015-2016 Budget Timeline – *DRAFT*

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
JUN	31	1 ASBA	2 ASBA	3	4	5	6
	7	8	9 BOARD 2:00pm Introduction & Review of 2014-2015 Budget (MARS)	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23 BOARD 2:00pm Approve 2014-2015 Budget to Board (MARS)	24	25	26 FINAL BUDGET TO ALBERTA ED. Last Instructional Day	27
	28	29 Last Operational Day	30				

Fall Revised 2015-2016 Budget Timeline - *DRAFT*

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
SEP	6	7 Labour Day	8 First Instructional Day	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
OCT	4	5	6 Enrolment Files Due to Budget Services	7	8	9	10
	11	12 Thanksgiving	13	14	15	16 Results Review & Planning Doc's Due	17
	18	19	20	21	22	23	24
	25	26	27	28 Revised Budget Due	29	30	31
NOV	1	2	3 Caucus Board	4	5	6	7
	8	9	10 Target Date to Distribute Results Review + Plans to Trustee's & Assistant Superintendents.	11 Remembrance Day	12	13 Fall Revised Budget Presented to Board at Audit Committee Meeting. (Feedback Report)	14
	15	16 ASBA	17 ASBA	18 Fall Update package to Trustees Trustee School Meetings	19 Trustee School Meetings	20 Trustee School Meetings	21
	22	23 Trustee School Meetings	24 Fall Budget Update presented Board	25 Trustee Central Meetings	26	27	28
DEC	29	30 Fall Budget Update Due to the Province	1 Caucus Board	2	3	4	5
	6	7	8 Results, plans & Revised Budget on District Website	9	10	11	12

**PROCESS AND TIMELINE FOR THE 2015-2016 SPRING PROPOSED
BUDGET (DETAIL) - DRAFT**

Spring/Planning Timeline	Process
March 17, 2015	<ul style="list-style-type: none"> • Process and Timeline for 2015-2016 Spring Proposed Budget is recommended to Board
March 18, 2015	<ul style="list-style-type: none"> • Process and Timeline for 2015-2016 Spring Proposed Budget is communicated to schools and central decision units
April 15, 2015	<ul style="list-style-type: none"> • Distribution of Funds report to the District Support Team
April 21, 2015	<ul style="list-style-type: none"> • Distribution of Funds report is presented to Caucus
April 28, 2015	<ul style="list-style-type: none"> • Distribution of Funds is recommended to Board
May 1, 2015	<ul style="list-style-type: none"> • Schools and central departments receive projected allocations and requirements
May 14, 2015	<ul style="list-style-type: none"> • Schools and Central departments proposed budgets due and uploaded in BPS
TBD	<ul style="list-style-type: none"> • If an Election is called, and subsequently results in a change to District's budget, a revised Distribution of Funds will need to be recommended by the Board, and the budgets may need to be re-opened with a due date of May 28, 2015.
June 9, 2015	<ul style="list-style-type: none"> • Introduction and review of the 2015-2016 Spring Proposed Budget to Board
June 23, 2015	<ul style="list-style-type: none"> • The Board approves the 2015-2016 Spring Proposed Budget
June 26, 2015	<ul style="list-style-type: none"> • The District's 2015-2016 Budget Report is submitted to Alberta Education

**PROCESS AND TIMELINE FOR THE 2015-2016 FALL REVISED
BUDGET (DETAIL) - DRAFT**

Timeline	Process
October 2015	<ul style="list-style-type: none"> • 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, 2015	<ul style="list-style-type: none"> • 2014-2015 Results Review document and the 2015-2016 Plan document distributed
October 16, 2015	<ul style="list-style-type: none"> • The 2014-2015 Results Review document is due • The 2015-2016 Plans document is due
October 16, 2015	<ul style="list-style-type: none"> • Schools receive 2015-2016 allocations based on September 30 enrolment • Central decision units receive 2015-2016 allocations
October 28, 2015	<ul style="list-style-type: none"> • 2015-2016 Fall Revised Budget is due
November 10, 2015	<ul style="list-style-type: none"> • Copies of 2014-2015 results review documentation will be made for all Trustees • Copies of 2015-2016 planning documentation and revised budgets will be made for all Trustees
November 18 to 23, 2015	<ul style="list-style-type: none"> • School Trustee Subcommittees • Each group of principals presents their results at a public meeting to designated Trustees
November 24 & 25, 2015	<ul style="list-style-type: none"> • Central Trustee Subcommittees • Superintendent of Schools DU to be presented at Board on November 24, 2015 • Each central department presents their results at a public meeting to designated Trustees on November 25, 2015
November 24, 2015	<ul style="list-style-type: none"> • Trustees will have an opportunity to comment on school subcommittee review meetings attended at a public Board meeting
Prior to November 30, 2015	<ul style="list-style-type: none"> • 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 30, 2015	<ul style="list-style-type: none"> • 2015-2016 Fall Budget Update submitted to the Province
December 8, 2015	<ul style="list-style-type: none"> • Results review documentation, plans and revised budgets will be posted on the district website

2014/15 Results Review**School Name – DU #****District Priorities 2014-2018**

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

Based on the three SMART goals that were established for 2014-2015, 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 (reference the priority number in your response).

SMART Goal #1: *goal will be imported from the 2014-2015 Budget*

Results Achieved:

SMART Goal #2: *goal will be imported from the 2014-2015 Budget*

Results Achieved:

SMART Goal #3: *goal will be imported from the 2014-2015 Budget*

Results Achieved:



Challenges:

What were the biggest challenges encountered in 2014/2015?

Improvement Opportunities:

What are the implications from 2014/2015 that will impact your plan for 2015/2016?



EDMONTON PUBLIC SCHOOLS

2015-2016 Plans**School/Central Name: DU #****District Priorities 2014-2018**

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

The following SMART (Specific, Measureable, Attainable, Relevant, Time-framed) goals have been established for the 2015-2016 school year (referencing the District's Priority number that the goal supports). Schools are to set one goal for each priority. Central DU's can set their goals around one or more priorities.

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

Proposed Agendas

School Trustee Subcommittee Meetings – November 2015

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 2014-2015 as well as key initiatives in their 2015-2016 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 2015-2016 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 2014-2015 Results and 2015-2016 Plans
Trustee Subcommittee Review - *DRAFT***

Wednesday, November 18, 2015

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 Johner Assistant Superintendents Kathy Muhlethaler and TBD	Trustee Draper Assistant Superintendent Ron MacNeil	Trustee Gibson Assistant Superintendent Diana Bolan
Elizabeth Finch Lago Lindo Lorelei Mary Butterworth	Dr. Donald Massey Kildare Londonderry M.E. LaZerte	Elmwood Hillcrest LaPerle S. Bruce Smith

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 Johner Assistant Superintendent Kathy Muhlethaler	Trustee Draper Assistant Superintendent TBD	Trustee Gibson Assistant Superintendent Diana Bolan
Killarney Mee-Yah-Noh Queen Elizabeth Rosslyn	Bannerman Fraser John D. Bracco Kirkness	Bessie Nichols Michael A. Kostek Patricia Heights Rio Terrace

**School and Central Groups for Review of 2014-2015 Results and 2015-2016 Plans
Trustee Subcommittee Review - DRAFT**

Thursday, November 19, 2015

Ward C	Ward D	Ward I
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 Chubb Assistant Superintendent Diana Bolan	Trustee Martin Assistant Superintendent TBD	Trustee Adams Assistant Superintendent Ron MacNeil
Jasper Place Laurier Heights Westlawn Winterburn	Eastglen Highlands Rundle Virginia Park	Greenview Kameyosek Malcolm Tweddle Meyonohk

Ward C	Ward D	Ward I
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 Chubb Assistant Superintendent TBD	Trustee Martin Assistant Superintendent Kathy Muhlethaler	Trustee Adams Assistant Superintendent Ron MacNeil
Edm. Christian East Edm. Christian NE Edm. Christian High Westminster	Norwood Spruce Avenue Victoria	Dan Knott Menisa Meyokumin Sakaw

**School and Central Groups for Review of 2014-2015 Results and 2015-2016 Plans
Trustee Subcommittee Review - DRAFT**

Friday, November 20, 2015

Ward G	Ward F	Ward D
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 Hoffman Assistant Superintendent Diana Bolan	Trustee Janz Assistant Superintendents Ron MacNeil and Kathy Muhlethaler	Trustee Martin Assistant Superintendent TBD
Argyll Centre Hardisty McNally Ottewell	Alberta School for the Deaf/Tevie Miller Allendale Belgravia Oliver	Abbott Beacon Heights Mount Royal R.J. Scott

Ward G	Ward F	Ward I
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 Hoffman Assistant Superintendent Diana Bolan	Trustee Janz Assistant Superintendent Kathy Muhlethaler	Trustee Adams Assistant Superintendent TBD
A. Blair McPherson Jackson Heights Julia Kiniski Velma E. Baker	Avalon Brookside George H. Luck Lansdowne Riverbend	Bisset Kate Chegwin Minchau Pollard Meadows

**School and Central Groups for Review of 2014-2015 Results and 2015-2016 Plans
Trustee Subcommittee Review - DRAFT**

Monday, November 23, 2015

Ward A	Ward H
9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:
Trustee Johner Assistant Superintendents Kathy Muhlethaler and TBD	Trustee Ip Assistant Superintendent Ron MacNeil
Kensington McArthur Northmount Scott Robertson	D.S. MacKenzie Duggan Harry Ainlay Richard Secord

Ward G	Ward H
1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:
Trustee Hoffman Assistant Superintendent Diana Bolan	Trustee Ip Assistant Superintendents Kathy Muhlethaer and Ron MacNeil
Avonmore Holyrood Vimy Ridge Waverley	Lillian Osborne Steinhauer Sweet Grass Vernon Barford

**School and Central Groups for Review of 2014-2015 Results and 2015-2016 Plans
Trustee Subcommittee Review - DRAFT**

****Superintendent of Schools DU to be reviewed at Board, November 24, 2015**

Wednesday, November 25, 2015

9:00 am to 11:30 am

Trustee TBD
Trustee TBD
Conference Room
<i>Lorne Parker, Acting Executive Director</i>
District Technology Facilities Services Planning & Student Transportation

Trustee TBD
Trustee TBD
Conference Room
<i>Darrel Robertson, Superintendent</i>
Communications Financial Services General Counsel Human Resources

Trustee TBD
Trustee TBD
Trustee TBD
Conference Room
<i>Mary Michailides, Assistant Superintendent</i>
Curriculum and Resource Support Inclusive Learning Research and Innovation for Student Learning

Wednesday, November 25, 2015

1:00 to 3:30 pm

Trustee TBD
Trustee TBD
Conference Room
<i>Sandra Stoddard, Executive Director</i>
District Information Security District Records & FOIP Management District Support Services

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