

DATE: March 31, 2020

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Process and Timeline for the 2020-2021 Budget and for the Fall Review of the 2019-2020 Results and the Plans for 2020-2021

ORIGINATOR: Todd Burnstad, Chief Financial Officer

RESOURCE STAFF: Jeremy Higginbotham, Robert Mah, Madonna Proulx

REFERENCE: [Alberta Education Interim Funding Manual](#)
[Education Act](#)

ISSUE

School divisions are required to prepare and submit a board approved budget to the Minister of Education by May 31 of each year for the fiscal year beginning on the following September 1. As well, school board planning and results reporting must be completed no later than November 30. To assist Division staff and the Board of Trustees with the planning process, Financial Services develops a process and timeline calendar for approval by the Board of Trustees.

BACKGROUND

The Division's 2020-2021 spring proposed budget will be based on the 2019-2020 fall revised budget, adjusted for enrolment, with the Board prioritizing funding to the classroom to support students. As the provincial budget is frozen for the next three years, a fall budget update for 2020-2021 is not required. However, minor adjustments will be made to reflect schools' actual September 30 enrolment.

The Board of Trustees 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, they have an opportunity to learn about the results achieved by schools and central decision units and the implications those results may have on their 2020-2021 plans. The Board of Trustees also gains an understanding of how schools and central departments will develop their plans in support of Division priorities.

Schools and central decision units will report on their results (Attachment II) achieved from the SMART (Specific, Measurable, Attainable, Relevant, Time-framed) goals that were established for 2019-2020. They will also identify the biggest challenges and improvement opportunities that will impact their 2020-2021 plans which details priority, high impact SMART goals for the upcoming school year (Attachment III).

RELATED FACTS

- The provincial budget is frozen for the next three years at \$8.223 billion.
- Under the new interim funding manual for school authorities, the provincial budget has moved to a weighted moving average funding model: therefore, a fall budget process is no longer necessary.

- Adjustments for enrolment based on schools’ September 30 enrolment will still be made.
- The distribution of funds report will be presented at the Caucus meeting on March 31, 2020, and at the April 14, 2020, Board meeting.
- School subcommittee meetings have been scheduled to take place November 18-25, 2020. During these meetings, Trustees will facilitate a group dialogue.
- Proposed agendas for both school and central meetings are provided in Attachment IV. This document identifies the proposed groupings (based on Trustee ward) for Trustee subcommittee reviews. This schedule will be updated in September to adjust for changes in school principalship.
- Central subcommittee meetings have been scheduled to take place November 25-26, 2020. There will be three central subcommittee meetings scheduled for a maximum of three hours per session. The Superintendent will present his decision unit results review and plans as part of the Annual Education Results Review at public Board meeting on November 24, 2020 (subject to finalization of the 2020-2021 Board of Trustees calendar dates)
- 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, 2020.

RECOMMENDATION

- 1. That the Process and Timeline for the 2020-2021 Spring Budget and the 2020-2021 Fall Budget Amendment, as outlined in Attachment I, be approved.**
- 2. That the Process and Timeline for Review of the 2019-2020 Results and the 2020-2021 Plans, as outlined in this report be approved.**

NEXT STEPS

- If approved by the Board of Trustees, the 2020-2021 budget process and timeline will be communicated to principals and central decision unit leaders.
- Consistent with prior years, a draft budget report will be sent to Alberta Education prior to May 31, 2020, with the final report being submitted following Board approval on June 9, 2020.

ATTACHMENTS and APPENDICES

ATTACHMENT I	Process and Timeline for the 2020-2021 Budget (Calendar)
ATTACHMENT II	2019-2020 Results Review - document template
ATTACHMENT III	2020-2021 Plans - document template
ATTACHMENT IV	Draft School and Central Groups for review of 2019-2020 results and 2020-2021 plans – Trustees’ Subcommittee Review

MDP: ja

Spring Proposed 2020-2021 Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
FEB					27 Provincial Budget Tabled		29
MAR	1	2 Calculate Division Revenue Budget Proj. Enrol File from Planning	3	4	5	6 Trustee Budget Debrief	7
	8	9	10 CAUCUS BOARD 2:00pm	11	12	13 Projected Enrolment open for Principal Input	14
	15	16	17	18	19 Projected Enrolment Principal input file closed	20	21
	22	23 SPRING BREAK	24 SPRING BREAK	25 SPRING BREAK	26 SPRING BREAK	27 SPRING BREAK	28
APR	29	30 Projected Enrolment File forwarded to Budget Services for Budget Scenario.	31 SPECIAL CAUCUS BOARD Process & Timeline Recommendation MARS #14479	1	2	3 Budget Scenario #2 Open (BPS)	4
	5	6	7	8	9	10 GOOD FRIDAY	11
	12	13 EASTER MONDAY	14 BOARD 2:00PM Distribution of Funds Recommendation MARS #14483	15 Budget Commitment of Funding (date TBD)	16	17 Final Spring Budget Open (BPS)	18
	19	20	24	22	23	24	25
	26	27	28 BOARD 2:00PM	29	30	1 Budget DUE	2
	3	4 Accountant Budget Reviews	5 Accountant Budget Reviews	6 Accountant Budget Reviews	7 Accountant Budget Reviews	8 Budget Consolidation Starts	9
MAY	10	11	12 BOARD 2:00PM	13	14	15	16
	17	18 VICTORIA DAY	19	20	21	22 HR/STAFFING IDFT Date (Certificated)	23
	24	25 HR/STAFFING IDFT Date (Support)	26 MST/SPECIAL CAUCUS Introduction of the Proposed 2020-2021 Spring Budget MARS #14489 BOARD 2:00PM	27	28	29 DRAFT Budget submitted to the Province	30
	31	1	2	3	4	5	6
JUN	7	8	9 BOARD 2:00PM Approval of 2020-2021 Spring Budget MARS# 14490	10	11	12	13

Fall Revised 2020-2021 Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
SEP			1	2	3 FIRST DAY OF INSTRUCTION	4	5
	6	7 LABOUR DAY	8 BOARD 2:00PM	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22 BOARD 2:00PM	23	24	25	26
	27	28	29	30	1	2 Results Review & Planning Open (BPS)	3
OCT	4	5 Enrolment Files Due to Budget Services	6 BOARD 2:00PM	7	8	9	10
	11	12 THANKSGIVING	13	14	15	16	17
	18	19	20 BOARD 2:00PM Budget Amendment posted RE: Enrolment adjustment from Spring Projected	21 Results Review & Planning Due (BPS)	22 District PD Day	23 District PD Day	24
	25	26	27	28	29	30	31
	NOV	1	2	3 BOARD 2:00PM	4	5	6 Target Date to Distribute Results Review + Plans to Trustee's & Assist. Superintendents
8		9	10	11 REMEMBRANCE DAY	12 TEACHERS' DAY IN LIEU	13 BOARD APPROVED NON-INSTRUCTIONAL	14
15		16 ASBA	17 ASBA	18 School Results Reviews	19 School Results Reviews	20 Audit Committee Presentation of Audited Financial Statements	21
22		23 School Results Reviews	24 BOARD – 2:00PM Audited Financial Statements presented to Board	25 Central and School Results Reviews	26 Central Results Reviews	27 Audited Financial Statements due to the Province	28
29		30 District PD Day	30				

**PROCESS AND TIMELINE FOR THE 2020-2021 SPRING PROPOSED
BUDGET (DETAIL)**

Spring/Planning Timeline	Process
March 31, 2020	<ul style="list-style-type: none"> • Process and timeline for spring proposed budget is recommended to Board
March 31, 2020	<ul style="list-style-type: none"> • Distribution of Funds report is presented to Caucus
April 14, 2020	<ul style="list-style-type: none"> • Distribution of Funds recommendation to Board
April 17, 2020	<ul style="list-style-type: none"> • Budget opens; schools and central departments receive projected allocations and budget requirements (BPS)
May 1, 2020	<ul style="list-style-type: none"> • Budget due (BPS)
May 26, 2020	<ul style="list-style-type: none"> • Introduction of the Proposed 2020-2021 Budget is presented to Caucus
May 29, 2020	<ul style="list-style-type: none"> • DRAFT budget submitted to the Province
June 9, 2020	<ul style="list-style-type: none"> • Spring 2020-2021 Budget presented to the Board for approval

PROCESS AND TIMELINE FOR THE 2020-2021 FALL RESULTS REVIEW & PLAN (DETAIL)

Timeline	Process
October 2, 2020	<ul style="list-style-type: none"> • BPS Results/Planning modules open (BPS)
October 21, 2020	<ul style="list-style-type: none"> • Results Review & Planning documents due (BPS)
November 6, 2020	<ul style="list-style-type: none"> • 2019-2020 results review and 2020-2021 planning documentation available for Trustees
November 18 to 26, 2020	<ul style="list-style-type: none"> • School Trustee Subcommittees <ul style="list-style-type: none"> – Each group of principals presents their results at a public meeting to designated Trustees • Central Trustee Subcommittees <ul style="list-style-type: none"> – Each central department presents their results at a public meeting to designated Trustees
November 24, 2020	<ul style="list-style-type: none"> • Superintendent of schools' DU to be presented at Board as part of the Annual Education Results Review (AERR).
Prior to November 30, 2020	<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

2019-2020 Results Review**School Name – DU #****District Priorities 2018-2022**

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 2019-2020 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 2019-2020 Budget*

Results Achieved:

SMART Goal #2: *goal will be imported from the 2019-2020 Budget*

Results Achieved:

SMART Goal #3: *goal will be imported from the 2019-2020 Budget*

Results Achieved:

Challenges:

What were the biggest challenges encountered in 2019-2020?

Improvement Opportunities:

What are the opportunities for improvement from 2019-2020 that will inform your plan for 2020-2021?

**2020-2021 Plans****School/Central Name: DU #****District Priorities 2018-2022**

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 2020-2021 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:**

**School and Central Groups for Review of 2019-2020 Results and 2020-2021 Plans
Trustee Subcommittee Review**

Wednesday, November 18, 2020

WARD A	WARD B	WARD C	WARD G
9:00 to 11:30 am Host School: TBD	9:00 to 11:30 am Host School: TBD	9:00 to 11:30 am Host School: TBD	9:00 to 11:30 am Host School: TBD
Trustee Cheryl Johner Assistant Superintendent Kent Pharis	Trustee Michelle Draper Assistant Superintendent Ron MacNeil	Trustee Shelagh Dunn Assistant Superintendent Leona Morrison	Trustee Bridget Stirling Assistant Superintendent Liz Yule
Baturyn Dunluce Florence Hallock Outreach Programs	Delwood J.A. Fife John Barnett	Grovenor Mayfield Prince Charles	Clara Tyner Donnan Kenilworth Braemar(KP)* *School is part of Ward G but reports to Kent Pharis' leadership group
WARD A	WARD B	WARD F	WARD E
1:00 to 3:30 pm Host School: TBD	1:00 to 3:30 pm Host School: TBD	1:00 to 3:30 pm Host School: TBD	1:00 to 3:30 pm Host School: TBD
Trustee Cheryl Johner Assistant Superintendent Kent Pharis	Trustee Michelle Draper Assistant Superintendent Ron MacNeil	Trustee Michael Janz Assistant Superintendent TBD	Trustee Ken Gibson Assistant Superintendent Leona Morrison
Caernarvon Evansdale Major-General Griesbach	Fraser Kirkness Steele Heights	Academy at King Edward King Edward Garneau Windsor Park	Crestwood Laurier Heights Parkview

**School and Central Groups for Review of 2019-2020 Results and 2020-2021 Plans
Trustee Subcommittee Review**

Thursday, November 19, 2020

WARD A	WARD C	WARD F	WARD I
9:00 to 11:30 am Host School: TBD	9:00 to 11:30 am Host School: TBD	9:00 to 11:30 am Host School: TBD	9:00 to 11:30 am Host School: TBD
Trustee Cheryl Johner Assistant Superintendent Kent Pharis	Trustee Shelagh Dunn Assistant Superintendent Ron MacNeil Leona Morrison	Trustee Michael Janz Assistant Superintendent TBD	Trustee Sherry Adams Assistant Superintendent Liz Yule
Calder Lauderdale Killarney	amiskwacy Academy John A. McDougall Ross Sheppard Westglen	Grandview Heights Lendrum Mount Pleasant	Ellerslie Menisa Michael Strembitsky

WARD B	WARD C	WARD F	WARD G
1:00 to 3:30 pm Host School: TBD	1:00 to 3:30 pm Host School: TBD	1:00 to 3:30 pm Host School: TBD	1:00 to 3:30 pm Host School: TBD
Trustee Michelle Draper Assistant Superintendent Ron MacNeil	Trustee Shelagh Dunn Assistant Superintendent Kent Pharis	Trustee Michael Janz Assistant Superintendent TBD	Trustee Bridget Stirling Assistant Superintendent Leona Morrison Liz Yule
Balwin Princeton Homesteader	Aldergrove Laperle Thorncliffe	McKernan Parkallen Old Scona Strathcona	Grace Martin W.P. Wagner Holyrood Waverly

**School and Central Groups for Review of 2019-2020 Results and 2020-2021 Plans
Trustee Subcommittee Review**

Monday November 23, 2020

WARD D	WARD F	WARD I
9:00 to 11:30 am Host School: TBD	9:00 to 11:30 am Host School: TBD	9:00 to 11:30 am Host School: TBD
Trustee Trisha Estabrooks Assistant Superintendent Ron MacNeil	Trustee Michael Janz Assistant Superintendent TBD	Trustee Sherry Adams Assistant Superintendent Liz Yule
Abbott Delton Montrose Mount Royal	L.Y. Cairns Rideau Park Steinhauer	J. Percy Page Satoo Tipaskan
WARD D	WARD F	WARD I
1:00 to 3:30 pm Host School: TBD	1:00 to 3:30 pm Host School: TBD	1:00 to 3:30 pm Host School: TBD
Trustee Trisha Estabrooks Assistant Superintendent Ron MacNeil Kent Pharis	Trustee Michael Janz Assistant Superintendent TBD	Trustee Sherry Adams Assistant Superintendent Liz Yule Leona Morrison
Norwood Oliver Centre High	Earl Buxton Greenfield Malmo	Sakaw Daly Grove T.D. Baker

**School and Central Groups for Review of 2019-2020 Results and 2020-2021 Plans
Trustee Subcommittee Review**

****Superintendent of Schools DU to be reviewed at Board November 24, 2020**

Wednesday, November 25, 2020

9:00 am to 12:00 pm

Trustee Trisha Estabrooks Trustee Cheryl Johner Trustee Michael Janz
Conference Room TBD
<i>Darrel Robertson, Superintendent</i> Communications District Foundation District Support Services General Counsel Human Resources

1:00 to 4:00 pm

Trustee Nathan Ip Trustee Michelle Draper Trustee Sherry Adams
Conference Room TBD
<i>Darrel Robertson, Superintendent</i> <i>Assistant Superintendent of Infrastructure</i> <i>Todd Burnstad, Chief Financial Officer</i> District Information Management District Technology Financial Services Infrastructure Student Information Student Transportation

**School and Central Groups for Review of 2019-2020 Results and 2020-2021 Plans
Trustee Subcommittee Review**

Wednesday, November 25, 2020

WARD E	WARD H
9:00 to 11:30 am Host School: TBD	9:00 to 11:30 am Host School: TBD
Trustee Ken Gibson Assistant Superintendent Kent Pharis	Trustee Nathan Ip Assistant Superintendent TBD
Lynnwood Sherwood Stratford Westlawn	Dr. Margaret-Ann Armour Esther Starkman Nellie Carlson Roberta MacAdams
WARD E	
1:00 to 3:30 pm Host School: TBD	
Trustee Ken Gibson Assistant Superintendent Kent Pharis	
Centennial Lymburn Talmud Torah	

**School and Central Groups for Review of 2019-2020 Results and 2020-2021 Plans
Trustee Subcommittee Review**

****Superintendent of Schools DU to be reviewed at Board November 24, 2020
Thursday, November 26, 2020**

9:00 am to 12:00 pm

Trustee Ken Gibson Trustee Shelagh Dunn Trustee Bridget Stirling
Conference Room TBD
<i>Assistant Superintendents: Kent Pharis Leona Morrison Liz Yule Ron MacNeil</i>
Curriculum & Resource Support Diversity Education Inclusive Learning International Programs Languages Centre at Woodcroft Research & Innovation Strategic District Supports