



Administrative Procedure: Department Annual Operational Plans

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Each school year, each department of the board office shall develop a Department Operational Plan, which will include tasks identified from the strategic multi-year plan, timelines, and space for recording the status and/or other notes. This will enable the department to track and report the progress of its defined priorities and goals throughout the year and to focus on outcomes.

Plans shall include both academic and non-academic initiatives, align with the multi-year strategic plan, and the Board Improvement Plan for Student Achievement (BIPSA).

The departments are identified as:

- Governance and School Board Administration
- Human Resource
- Financial Services
- School Operations and Facilities

- Information and Technology
- Other Departments Which May Be Created

Departmental plans should emphasize what the department is doing to support the broader strategic priorities and goals of the Board. An effective practice is for departmental plans to include SMART (Specific, Measurable, Attainable, Realistic, Timely) goals for initiatives, and to assign responsibilities to specific individuals. The plan should also indicate the strategic goal(s) to which the initiative is related, the steps to take for each initiative, timelines for each step, and approximate amount of resources (staff and funding) required.

Governance and School Board Administration

The Director of Education shall submit the Governance and School Board Administration Department Operational Plan to the Board of Trustees at the September meeting of each school year.

With Governance and School Board Administration, the Director shall provide Trustees with the Director’s Annual Board Plan for the upcoming school year, which indicates the SMART goals and actions of each of the strategies identified in the priorities of the Board’s multi-year strategic plan. Updates will be provided to the Trustees in January and May of each school year. The final update provides input to the Director’s Annual Performance Appraisal.

Other Departmental Plans

The following positions shall submit their Annual Department Operational Plan (Appendix A) to the Director of Education or Designate, who approves it, and then submits it to the Trustees. The status of each Person’s Departmental Plan of the prior and upcoming school year, shall be submitted according to the following schedule.

Position	To Director	To Board of Trustees
Human Resources Administrator	Two Weeks Before Board Meeting	June of Each Year
Payroll/Human Resource Officer	Two Weeks Before Board Meeting	June of Each Year
Manager of Finance	Two Weeks Before Board Meeting	June of Each Year
Manager of Operations	Two Weeks Before Board Meeting	September-October of Each Year

Information Technology Supervisor	Two Weeks Before Board Meeting	September-October of Each Year
All Other Departments	Two Weeks Before Board Meeting	June of Each Year

The Board Improvement Plan for Student Achievement (BIPSA)

The BIPSA describes annual goals and strategies to improve student achievement. Components of this shall be included as initiatives in the annual operating plan where they are directly aligned with strategic goals. It is developed by a leadership team as determined, with input from the Director of Education and Superintendents of Education, and is based on needs identified in the School Improvement Plan for Student Achievement (SIPSA), which is developed by principals in consultation with their school staff and support networks. The BIPSA will note its alignment with elements of the Strategic Plan.

Board Budget

The annual operating plan drives the Board budget. A budget will be developed in consultation with the Director, Superintendents, Manager of Finance, and other department heads in the spring, once Ministry funding for the upcoming school year has been announced.

The Board budget will thus align with the annual operating plan, and the strategic plan.

The first stage of budget development involves developing a ‘base’ budget based on enrolment and staffing forecasts, and other cost pressures.

New initiatives that require funding must align with the multi-year strategic plan, with regard for the most cost efficient means, while reflecting Ministry initiatives and priorities.

Communicating to Stakeholders (Director’s Annual Report)

Internal and external stakeholders of the School Board shall be informed of the School Board's progress through an annual review.

With the introduction of Bill 177, the Student Achievement and School Board Governance Act, the Ministry of Education committed to replacing the Director's Annual Report, required by Section 283(3) of the Education Act, with the requirement of the Director to 'annually review with the Board the multi-year plan developed under Clause 169.1(1)(f) of the Act'.

Accordingly, the Director's Annual Report will take the form of a report by the Director to the Board on the progress made in the previous school year toward the Board's multi-year goals. This report should be developed in consultation with the Board of Trustees so that Trustees and the Director, can communicate to stakeholders on the Board's progress, after Board approval.

The report will be posted on the School Board's website, in an easy-to-navigate location and hard copies may be provided to stakeholders.

Appendix A - Annual Departmental plan for the Upcoming Year

Department: _____ Upcoming Year _____

Goals	Strategies & Resources Needed	Link to Strategic Plan	Responsibility of:	Timeline

Annual Departmental Plan Accomplishments for the Year _____

Goals	Strategies & Resources Needed	Link to Strategic Plan	Responsibility of:	Timeline	Results/Status from Prior Year

Submitted by (print name) _____

Submitted by (signature) _____ Date _____

Director's Review (print name) _____

Director's Review (signature) _____ Date _____

