




Sooke School District 2024-2025 Operational Plan



We acknowledge the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation and Nuuchah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.

EXECUTIVE SUMMARY

The Sooke School District (SD62) Executive Team is pleased to present the annual Operational Plan identifying the actions and projects that will be undertaken in the 2023-2024 school year in addition to the everyday operations of the District.

Our Operational Plan works, each year, to make progress on our Strategic Plan 2021-2025 priorities of: **Learning, Engagement, and Growth.**

The specific goals of the strategic priorities are:

- **Learning:** Develop and support adaptable learners who are creative, critical and social thinkers with the capacity to be educated citizens;
- **Engagement:** Create a culture of belonging; and
- **Growth:** Pursue organizational excellence to support a vibrant school District.

SD62 is one of the fastest growing school Districts in the province. The operational plan focuses the actions of the organization that serves almost 13,000 students through the services of over 2,000 employees in the communities of Sooke, Port Renfrew, Metchosin, Highlands, Langford and Colwood.

More about the District, including the traditional territories, the Board of Education, and the Strategic Plan, can be found on our website at www.sd62.bc.ca.

Consistent with our Strategic Plan, this document has been created by listening to our community's needs while managing a finite amount of resources.



STRATEGIC PLAN 2021-2025 OBJECTIVES

Learning	Engagement	Growth
GOAL To develop and support adaptable learners who are creative, critical and social thinkers with the capacity to be educated citizens	GOAL To create a culture of belonging	GOAL To pursue organizational excellence to support a vibrant school district
Learning Objective 1 To provide opportunities for learners to understand, respect and appreciate diversity and inclusion	Engagement Objective 1 To develop, expand and implement, inclusive and collaborative, practices and processes	Growth Objective 1 To strengthen organizational practices to ensure equity, diversity and inclusion
Learning Objective 2 To provide opportunities for learners to develop critical and creative thinking skills	Engagement Objective 2 To further the goals of the Na'tsa'maht Agreement following the objectives of 'One Mind' and 'One Spirit'	Growth Objective 2 To build and maintain spaces and resources that support our creative and critical learning and our culture of belonging
Learning Objective 3 To ensure our learning environments are safe, accessible and welcoming	Engagement Objective 3 To develop, expand and implement respectful, effective, clear and transparent communications	Growth Objective 3 To embrace 'digital technologies' and manage increasing complexity through leveraging the strategic use of resources
Learning Objective 4 To enhance student choice and voice	Engagement Objective 4 To continue to develop, expand and implement a culture of wellness	Growth Objective 4 To expand our culture of social responsibility and implement long-term commitments that strive to support society and protect the environment

HOW DOES THE SD62 EXECUTIVE CREATE THE OPERATIONAL PLAN?

The Executive Team has established a comprehensive operational plan development process that ensures:

- The focus is on making progress on the priorities of the Strategic Plan;
- Strategic items in the Operational Plan are taken through the budget planning process to consider whether there are funds available to support the work;
- A transparent process that includes partner input through communication and consultation;
- An Executive Lead for each item with an accountability to make progress on the item and to report progress quarterly to the Superintendent;
- Operational planning is undertaken with awareness of compliance with the *School Act* and other regulatory requirements, Collective Agreements, Board policy.



TIMELINE

With the Strategic Plan 2021-2025 as the guiding document, the Executive drew up a list of priorities for the 2024-2025 school year. Staff then consulted with the District Leadership Team, key stakeholders and members of the community. A full list of priorities was then created which led to the development of the 2024-2025 Budget and this Operational Plan.

TIMELINE	ACTIVITY
OCTOBER 2023	The Executive Team discuss the District's current and future state, work that will continue in 2024/25 and consider strengths, weaknesses, opportunities and threats (SWOT).
OCTOBER 2023 – FEBRUARY 2024	Regular meetings with the Executive Team and District Principals to consider what activities are needed in the 2024-2025 school year to make progress on the proficiency rubric towards the strategic plan goals.
DECEMBER 2023	The SD62 Leadership Team add ideas and comments on the draft operational plan. The draft plan is presented to the Resources Committee to gather feedback on the strategies and budget required.
FEBRUARY 2024	Engagement with the community on Budget 2024-2025 provides a list of priorities to be considered for funding in the budget for the next school year.
APRIL 2024	The Budget is proposed by the Executive and after discussion passed by the Board of Education.
JUNE 2024	The Executive take the final version of the Operational Plan to the Board for information.
JULY – AUGUST 2024	Planning for individual projects gets underway. The Executive Lead for each item in the Operational Plan defines key metrics that will show progress has been made.

LEARNING PRIORITY 2024-2025

Learning Objective 1 – To provide opportunities for learners to understand, respect and appreciate diversity and inclusion.

- Implement recommendations outlined in the diversity, equity, and inclusion (DEI) review to enhance student learning.

Learning Objective 2 – To provide opportunities for learners to develop critical and creative thinking skills.

- Implement the Middle/Secondary components of the K-12 Literacy Plan .
- Identify the metrics and processes necessary to establish a continuous improvement cycle for FESL (Framework for Enhancing Student Learning) and student achievement.

Learning Objective 3 – To ensure our learning environments are safe, accessible and welcoming.

Review the current strategies and responses for supporting the needs of newcomer families, including language assistance, fostering a sense of belonging, and addressing cultural needs.

- Promote and action sexual orientation and gender identity (SOGI)-related initiatives, including reviewing policies and retrofitting gender-neutral spaces.

Learning Objective 4 – To enhance student choice and voice.

- Prioritize enhancing student voice and engagement across all K-12 departments.



ENGAGEMENT PRIORITY 2024-2025

Engagement Objective 1 - To develop, expand and implement inclusive and collaborative practices and processes.

- Develop and implement a comprehensive engagement strategy for the new strategic plan.

Engagement Objective 2 - To further the goals of the Na'tsa'maht Agreement following the objectives of 'One Mind' and 'One Spirit'.

- Collaborate with Sc'ianew, T'Sou-ke and Pacheedaht Nations and with Na'tsa'maht Indigenous Education to establish a new Indigenous Education Council in alignment with the new ministerial order and changes to the School Act following Bill 40.

Engagement Objective 3 - To develop, expand and implement respectful, effective, clear and transparent communications.

- Create targeted communication strategies to facilitate the active sharing of achievements and successes throughout the year.

Engagement Objective 4 - To continue to develop, expand and implement a culture of wellness.

- Conduct a thorough review of the Employee & Family Assistance Program (EFAP) and explore potential options and services to enhance its effectiveness.
- Initiate the implementation of the Employee Attendance Support and Wellness Program, incorporating stakeholder feedback to optimize program design and delivery.



GROWTH PRIORITY 2024-2025

Growth Objective 1 – To strengthen organizational practices to ensure equity, diversity and inclusion.

- Execute the Special Programs Hiring Process and establish continuous support for fostering a more diverse workforce, including cultural holidays, learning opportunities, training, and accommodations for varying abilities.
- Restructure Inclusive Education Services (IES) to include English Language Learners (ELL) in preparation for the 2025-2026 school year.

Growth Objective 2 – To build and maintain spaces and resources that support our creative and critical learning, and our culture of belonging.

- Develop an asset management plan.
- Conduct a review of departmental budgets.

Growth Objective 3 – To embrace digital technologies and manage increasing complexity by leveraging the strategic use of resources.

- Enhance staff development, professional capacity and onboarding processes.
- Initiate the operationalization of the records management policy and regulations.
- Formalize a digital asset management plan.
- Continue to raise awareness, provide training and implement cyber security policy and regulations.

Growth Objective 4 – To expand our culture of social responsibility and implement long-term commitments that strive to support society and protect the environment.

- Implement the SD62 Ethical Framework to guide decision-making at the Board level.
- Make progress towards the Clean BC 2030 Reduction Targets.

REPORTING ON PROGRESS

Annually, the District takes the direction of the Board through the Strategic Plan and develops an operational plan to assist in achieving the goals and objectives of the Strategic Plan.

Under the District's Strategic Plan 2021-2025, we have developed a comprehensive process of charting accountability that links strategic plan outcomes, operational plans and the Ministry of Education's student success metric report: the Framework for Enhancing Student Learning (FESL).

Quarterly reports are tabled at meetings in November (Quarter 1: July- September), February (Quarter 2: October-December), May (Quarter 3: January - March) and September (Annual Report including Quarter 4: April to June).

Each Executive Lead provides progress reports to the Superintendent on the Operational Plan items that they are accountable for.

For more information see: <https://www.sd62.bc.ca/student-success>.



