

<b>Topic:</b>	<b>Board Planning and Preparation Schedule</b>
<b>Effective:</b>	<b>September 2016</b>
<b>Review Date:</b>	<b>September 2018, November 2019</b>
<b>Revision Date:</b>	<b>September 2024</b>
<b>Responsibility:</b>	<b>Director of Education</b>

**INTENDED PURPOSE:**

The Board will publish an annual critical path showing the relevant dates for budget and financial decisions that may impact the Board Budget, Operational Plan and Special Education Plan. This will allow relevant stakeholders the opportunity to plan and provide input through standing committees, budget workshops, the Board Budget consultation process and their local Trustee.

**PROCEDURES:**

There are many factors that influence the deadlines established by the Board during the annual planning cycle. Collective agreement deadlines determine when critical staffing decisions must be made and communicated to staff. The Ministry of Education has legislative deadlines for the approval of the final budget, Special Education Plan, Multi-Year Plan (MYP) and Board Improvement Plan which impact when planning and approval of these must be undertaken by the board. The release of the Grants for Student Needs (GSN) by the Ministry of Education also determines the timelines around the finalization of the Board's budget. Since much of the Board's revenue is determined on a per pupil basis, annual enrollment projections and the attendant timelines surrounding this data also play a significant role in the planning and approval cycle.

The Board has involved many stakeholders in the preparation of the final budget, MYP, operational plan and Special Education Plan. In order to ensure adequate time for these groups to consult and prepare input as well as align with the collective agreement deadlines, GSN, enrollment projection releases and Ministry reporting deadlines, a critical path will be developed annually.

**CRITICAL PATH:**

In each year the Board will issue a critical path with specific dates that reflect the following:

<b>Timeline</b>	<b>Action</b>
December to February (in a MYP development year)	Engagement of stakeholders and preparation of a draft MYP
January to March	Consultation and preparation of a draft Special Education Plan
January to March	Consultation and preparation of a draft Operational Plan by Administrative Council
February 1	Release of enrolment projections that determine staffing for the following year
February to April	Consultation and preparation of draft budget by Administrative Council
Second Board meeting in February (in an MYP development year)	Draft MYP
Second Board meeting in February	Elementary Class Size Report (Motion M11-0127); Elementary French Enrolment Report (Motion M16-0111)
Second Board meeting in March	Draft Special Education Plan
Second Board meeting in March	Draft Operational Plan
March 31	Deadline for declaration of potentially surplus staff

<b>Timeline</b>	<b>Action</b>
March 31	Approximate release of the Grants for Student Needs (GSNs) from Ministry of Education
April to May	Budget workshops for members of the Board and public
May	Preparation of draft Budget
Final Board meeting in May	Presentation of the draft Budget
First Board meeting in June	Approval of the final Budget
Final Board meeting in June	Approval of the final Operational Plan
Final Board meeting in June	Approval of the final Special Education Plan

\* The recommendation accompanying these draft reports will indicate approval in principle subject to any changes required as a result of the final budget.