

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: BAB</p>
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DIVISION ANNUAL PLANNING PROCESS

The annual planning process of the Division shall follow the Guidelines in use by the Kelsey School Division.

ANNUAL REPORT GUIDELINE
Kelsey School Division

MONTH	SCHOOL	DIVISION	DEPARTMENT
June	Interim plan prepared school technology plan Draft submitted to Supt.	Goals/objectives of school year reviewed and tabled	
July		Division draft plan prepared	
August	School plan implemented	Educational and Administrative Planning and Priorities Session	
September	School budgets prepared Final school plan submitted to Supt.	Communicate Division Priorities Transport. Routes finalized	
October	Planning year info gathered Operating/capital requests submitted for budget by Oct.15	Div/school plan summary prepared and submitted to Dept. by Oct. 15	Receive Div/school plans
November		Invitation to education partners re input to budget. Review financial plans: 5-year capital, Capital D, Financial/ Administrative	
December		Preliminary budget prepared	Budget funding level planned
January	Schools begin plan evaluation	Preliminary budget received by Bd Public meeting scheduled re preliminary budget proposal	Budget funding level announced
February	Input to Board re budget	Review Risk Management plan	
March	Evaluation and info together for planning session for next year	Budget tabled with town	
April	School IEPs prepared Review School Budget School PD Plan prepared		Division budget received Year- at-a-glance tabled
May	Professional growth plan developed. Start planning session	Teaching PD plan prepared. Non- teaching PD plan prepared. Build/Maint. Plan finalized	