# ɋaťθɛt (qathet) School District



## Operations, IT, Finance HR, Communications

SBO Management Operational Plan | 2026-2027 School Year

# Business Management at qSD:
# Driving Excellence Across our Strategic Priorities




The management team support the district's mission by ensuring that every strategic priority is underpinned by strong systems, sustainable practices, and a culture of service. This summary highlights the key initiatives that represent our collective focus for the year's initiatives that bridge departments and align our work with the district's overarching goals.

The Secretary-Treasurer, Facilities Manager, Director of IT, Director of HR, Director of Communications, and Transportation and Health & Safety Manager, together with their respective teams, collaborate to ensure our schools and staff have the infrastructure, tools, and supports needed to thrive. The following initiatives do not capture every ongoing effort, but rather the annual priorities.

qathet SCHOOL DISTRICT

# payot gagayɛɬtən

**Cultivating Curiosity:** Transform our learning environments into places of innovation

| District Objectives | Planned Actions |
| --- | --- |
| 1. Support students and educators with technology to enable innovation | 1.1 Expand the use of Microsoft 365 and Teams for classroom learning, assignments and communication.<br><br>1.2 Support implementation and adoption of district-developed web applications, including PIE communications, student assessment and emergency contact tools. |
| 2. Efficient district-wide exchange of resources and information. | 2.1 Continue developing the staff portal as a central location for current forms, procedures and resources.<br><br>2.2 Continue to share operational expertise through targeted staff communications, presentations and training. |

## Evidence/Metrics

- Increase in use of MS365 tools; ie: # of Teams classrooms created.
- User tool analytics to measure uptake.

qathet SCHOOL DISTRICT

# hays qayɛmɩxʷ ʔayʔaytawθ

**Cultivating Integrity/Responsibility:** Prioritize climate change, organizational health and sustainability

| District Objectives | Planned Actions |
| --- | --- |
| 1. Increase awareness and understanding of Administrative Procedures. | 1.1 Initiate a coordinated review cycle for Administrative Procedures, with updates and school-focused guidance for principals and vice-principals. |
| 2. Protect privacy and manage information responsibly. | 2.1 Introduce provincially supported privacy assessment tools, maintain an approved-resource library and provide FIPPA guidance and training.<br><br>2.2 Maintain secure networks and responsible access to district information systems. |

## Evidence/Metrics

- AP review cycle established.
- Number of APs reviewed or updated.
- Privacy assessment tools and approved-resource library implemented.
- Number of Privacy Impact Assessments completed.
- Privacy guidance and training opportunities provided.

qathet SCHOOL DISTRICT

# hays qayɛmɩxʷ ʔayʔaytawθ

**Cultivating Integrity/Responsibility:** Prioritize climate change, organizational health and sustainability

| District Objectives | Planned Actions |
| --- | --- |
| 3. Ensure a safe, healthy and compliant environment for students and staff. | 3.1 Establish health and safety training and orientation tracking and complete hazard assessments of higher risk work.<br><br>3.2 Develop, communicate and train staff on emergency and incident-response protocols.<br><br>3.3 Strengthen volunteer screening and criminal record check processes through standardized procedures, improved tracking, and clearer guidance for schools and volunteers. |

## Evidence/Metrics

- Health and safety training and orientation completion rates.
- Number of hazard assessments completed.
- Emergency and incident-response protocols developed or updated.

qathet SCHOOL DISTRICT

# hays qayɛmɩxʷ ʔayʔaytawθ

**Cultivating Integrity/Responsibility:** Prioritize climate change, organizational health and sustainability

| District Objectives | Planned Actions |
| --- | --- |
| 4. Align planning, processes, policies, and procedures to improve the effectiveness of the system. | 4.1 Continue to strengthen Board governance through trustee orientation and ongoing development opportunities.<br><br>4.2 Establish and maintain a coordinated cycle of district program reviews.<br><br>4.3 Review district committee structures and processes to support effective decision-making and organizational alignment.<br><br>4.4 Advance long-range facilities planning to support district priorities and future needs. |

## Evidence/Metrics

- Trustee orientation and Board development activities completed.
- Program review schedule established and reviews completed.
- Committee structures and terms of reference reviewed.
- Long-range facilities planning milestones achieved.
- Capital planning priorities identified and submissions completed.

qathet SCHOOL DISTRICT

# hays qayɛmɩxʷ ʔayʔaytawθ

**Cultivating Integrity/Responsibility:** Prioritize climate change, organizational health and sustainability

| District Objectives | Planned Actions |
| --- | --- |
| 5. Improve the (new) employee experience. | 5.1 Continuing to enhance the onboarding platform, site-based orientation, and supervisor checklists.<br><br>5.2 Continue sharing EFAP wellness resources and establish a process to review employee exit-survey feedback. |

## Evidence/Metrics

- Onboarding resources and supervisor checklists updated.
- Employee orientation completion rates.
- CUPE orientation process implemented.
- Number of EFAP wellness communications shared.
- Exit-survey participation and feedback reviewed.

qathet SCHOOL DISTRICT

# hays qayɛmɩxʷ ʔayʔaytawθ

**Cultivating Integrity/Responsibility:** Prioritize climate change, organizational health and sustainability

| District Objectives | Planned Actions |
| --- | --- |
| 6. Improve HR systems and communications through modernization. | 6.1 Complete testing and launch the Job Postings Web module; refine Atrieve staff notifications and related HR–Payroll workflows.<br><br>6.2 Strengthen onboarding and offboarding integration, automate routine steps where practical, and develop CUPE casual renewal guidelines building on the TTOC renewal process.<br><br>6.3 Implement an employee information update process to improve the accuracy of personnel records and support future reporting requirements. |

## Evidence/Metrics

- Job Postings Web module launched.
- Number of HR system and workflow improvements implemented.
- Onboarding and offboarding processes updated.
- CUPE casual renewal guidelines developed and implemented.
- Employee information update process established and participation tracked.

qathet SCHOOL DISTRICT

# hays qayɛmɩxʷ ʔayʔaytawθ

**Cultivating Integrity/Responsibility:** Prioritize climate change, organizational health and sustainability

| District Objectives | Planned Actions |
| --- | --- |
| 7. Increase supervisor understanding of processes related to HR. | 7.1 Provide accessible staff-portal resources and targeted guidance on probationary assessments, leave management and collective agreement processes. |
| 8. Commit to equity in hiring. | 8.1 Continue reviewing recruitment practices, building on the equity statement in job postings, and explore additional equity-related measures based on identified needs and opportunities. |

## Evidence/Metrics

- Number of HR resources developed or updated.
- Number of supervisor guidance or training opportunities provided.
- Number of equity-related improvements identified or implemented.
- Hiring guidelines and resources updated.

qathet SCHOOL DISTRICT

# hays qayɛmɩxʷ ʔayʔaytawθ

**Cultivating Integrity/Responsibility:** Prioritize climate change, organizational health and sustainability

| District Objectives | Planned Actions |
| --- | --- |
| 9. Advance sustainable practices across district operations and infrastructure. | 9.1 Implement approved capital projects that improve energy efficiency, building systems and the environmental performance of district facilities.<br><br>9.2 Advance long-range capital planning, prioritizing infrastructure needs, facility condition and opportunities to reduce greenhouse gas emissions. |

## Evidence/Metrics

- Year-over-year greenhouse gas emissions.
- Number of approved capital projects completed.
- Energy efficiency and infrastructure improvements implemented.

qathet SCHOOL DISTRICT

# paʔa kʷʊms qʷayigən

**Cultivating Connection:** Prioritize mental health, community connections, and social emotional learning

## District Objectives

1. Continue to enhance the district's connection with community through consistent communication and engagement.

## Planned Actions

1.1 Coordinate internal and external communications, including staff newsletters, the website and social media, to explain district priorities and processes.

1.2 Work with schools and departments to profile student learning, district initiatives and community partnerships.

1.3 Review social media and image-use practices, including emerging AI-related risks, and share updated guidance with school leaders.

## Evidence/Metrics

- Number of newsletters, stories and communications published.
- Website and social media engagement.
- Number of school and community initiatives profiled.
- Communication guidelines and practices reviewed or updated.
- Guidance and resources shared with school leaders.

qathet SCHOOL DISTRICT

# titɬwšɛm ʔəms taʔow

**Cultivating an Ethic of Learning:** Ensure early learners and students have the best possible learning experience

| District Objectives | Planned Actions |
| --- | --- |
| 1. Empower and support staff to embed equity and reconciliation practices into professional development, policies and communications. | 1.1 Continue to support mentorship opportunities for educators and support staff, alongside relevant equity and reconciliation initiatives.<br><br>1.2 Offer targeted professional learning for administrators on communication and challenging workplace conversations, and identify opportunities to extend training to other employee groups. |

## Evidence/Metrics

- Number of mentorship opportunities offered or supported.
- Number of professional learning opportunities offered.
- Staff participation in mentorship and professional learning.
- Equity and reconciliation initiatives supported

qathet SCHOOL DISTRICT

gʊnaʔxʷuθs

**Cultivating Truth and Reconciliation:**
Honour truth and reconciliation

| District Objectives | Planned Actions |
| --- | --- |
| 1. Continue our collective commitment to the Truth and Reconciliation Commission's Calls to Action and UNDRIP. | 1.1 Continue cultural safety and reconciliation-focused professional learning, and consider relevant learning in employee orientation.<br>1.2 Consult, where appropriate, to incorporate Indigenous knowledge and perspectives into policies, projects and operational practices.<br>1.3 Promote ayajuthem through district communications and continue cultural initiatives and partnerships with Tla'amin Nation.<br>1.4 Maintain support for permanent Čɛpθ staffing, including recruitment as vacancies arise. |

## Evidence/Metrics

- Number of professional learning opportunities offered and participation.
- Number of policies, projects and operational practices informed by Indigenous perspectives.
- Number of partnership and consultation opportunities.
- Indigenous language and cultural initiatives supported.
- Permanent Čɛpθ positions maintained and vacancies filled.

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