

The background of the slide features an abstract design. It consists of several overlapping, organic shapes in various shades of blue (from light sky blue to deep navy) and grey. These shapes are layered on top of a solid tan or light beige background. The overall effect is a modern, textured look. In the center of this design is a white rectangular box with a thin grey border, containing the title text.

Department Operational Plan

2025-2026

DEPARTMENT OVERVIEW

This operational plan outlines a roadmap for the direction of four years in alignment with Sooke School District's overarching goals in the 2025-2029 Strategic Plan and in alignment with other district departments. Sooke School District is a dynamic and growing community of learners. Department of Capital Planning focuses on *learning environments, enrolment, growth trend, catchment and pathways* with objectives related to the Strategic Plan and the current Operational Plan and is grounded in equity, diversity and inclusive practices in the spirit of Reconciliation.

The District Principal or Capital Planning works collaboratively with the facilities dept. , executive team, educators, municipalities, city planners, construction experts, community stakeholders (students, parents, caregivers, and Indigenous community) to plan for and design learning environments, catchments and pathways, for the future to meet the needs of the community, optimize for student learning, sense of belonging, and engagement.



INSERT DEPARTMENT PLAN 2025-2026 DELIVERABLES AND METRICS: LEARNING

STAFF WILL	INTENDED IMPACT	MEASURES	PROGRESS & EVIDENCE
GOAL: strengthen cross departmental collaboration to strive towards contiuous improvement in learning environment design.			
Staff Will: 1.1 Continue to work on, develop and refine the districts STATEMENT OF REQUIREMENTS, design principles, and standards informed by best practice, research and “lessons learned” from each build to optimize student learning. <ul style="list-style-type: none">Research and collaborate with others on a local, provincial, national and international scale to further understand create optimal learning spaces that meet the needs of our learning community with intentional design and built in flexibility.Ensure that design of learning environments allows facilitates best practice for teaching and learning. This includes but is not limited to cooperative learning, collaborative atmosphere, and UDL practices.	Intended Impact: <ul style="list-style-type: none">Support best practice and optimal learning for all learners.	The Department will show progress by: <ul style="list-style-type: none">Adding spaces and where possible and feasible redesigning spaces that allow for optimal teaching and learning.	The Department has demonstrated progress by: <ul style="list-style-type: none">Creating world class learning environments at our recently built elementary, middle and secondary schools.
GOAL: strengthen cross departmental collaboration to strive towards continuous improvement in learning environment design.			
Staff Will: 1.2 Continue cross departmental collaboration (Early Learning, Na’tsa’maht Indigenous Education, Inclusive Education) to design learning environments that fosters learning for all. <ul style="list-style-type: none">Ensure Inclusive Ed and UDL principles are an integral in the design of new learning spaces.Work with Na’tsa’maht Indigenous Education and consult with Indigenous partners to ensure design features and other elements of the building foster a sense of belonging, and is reflective of local ecology, history and culture where appropriate.Work and learn from Early Learning around design principles and best practice as it pertains to design elements and function of Childcare Spaces.	Intended Impact: <ul style="list-style-type: none">Ensure our learning environments meet the needs of ALL learners.Ensure that our learning environments foster a sense of belonging and inclusivity for all students.Ensure that our learning environments reflect our local context, history and values.	The Organization will show progress by: <ul style="list-style-type: none">Continued consultation with our various partners.Evidence of this consultation in new builds.Continuing to add to our Lessons Learned document and continued improvement in the design of additional childcare spaces.	The Organization has demonstrated progress by: <ul style="list-style-type: none">The naming of our most recent schools was done in collaboration with our indigenous partners.More than name, feature images in our latest school are of local features reflective of our local context, values and history.

INSERT DEPARTMENT PLAN 2025-2026 DELIVERABLES AND METRICS: ENGAGEMENT

STAFF WILL	INTENDED IMPACT	MEASURES	PROGRESS & EVIDENCE
GOAL: develop decision making flow charts, processes and tools to support and guide stakeholder engagement			
Staff Will: 3.1 Develop Process for Consultation with Stakeholders for School Design and Planning <ul style="list-style-type: none">This includes district personnel, Community stakeholders and Indigenous Partners.Focus on design that optimizes belonging and learning and balances form and function to create optimized learning environments.Engage End Users to collect information on “Lessons Learned” to help inform future projects and strive towards continual improvement.	Intended Impact: <ul style="list-style-type: none">To ensure that our Learning Environments facilitate a sense of belonging for all and optimise sense of safety and teaching and learning.	The Organization will show progress by: <ul style="list-style-type: none">Engagement with the consultation process and stakeholders and design features in the learning environments informed in part through this consultation process.Creating a flow chart to represent and guide the consultation process around school design.	The Organization has demonstrated progress by: <ul style="list-style-type: none">Past consultative processes and subsequent design and delivery of those projects. There is evidence and elements of the consultation process in each project completed.
GOAL: develop decision making flow charts, processes and tools to support and guide stakeholder engagement			
Staff Will: 3.2 Develop opportunities for feedback once projects are complete to ensure an evolution of design and capitalize on the lessons learned <ul style="list-style-type: none">Consult with end users once a project is complete to compile strengths and stretches of the physical design to be considered when improving future projects.With Manager of Capital Planning and Project Manager to create a “Lessons Learned” Process AND document following each project. This would entail our own experiences as well as those of the end users (including trades, custodial, etc.).	Intended Impact: <ul style="list-style-type: none">To ensure continuous improvement in the design and delivery of future projects.	The Organization will show progress by: <ul style="list-style-type: none">Continuing to gather input and plan for subsequent improvements each project during the planning and delivery and handover phase.	The Organization has demonstrated progress by: <ul style="list-style-type: none">Meeting with school staffs and gaining student and staff feedback on recent projects. This includes the strengths and wishes for the future.

INSERT DEPARTMENT PLAN 2025-2026 DELIVERABLES AND METRICS: GROWTH

STAFF WILL	INTENDED IMPACT	MEASURES	PROGRESS & EVIDENCE
GOAL: advance major and minor capital projects to support district growth			
<p>Staff Will:</p> <p>2.1 Work collaboratively with the Executive, Facilities and Capital Projects/Capital Planning Manager and Community Partners to ensure that district short- and long-range projections are up to date, accurate and can be used to anticipate and meet the need of the Sooke School District.</p> <ul style="list-style-type: none">• Use Baragar software as a data source and tool to manage enrolment, consider catchments, and redesign catchments when needed to ensure students have access to catchment schools wherever possible• Foster relationships with planning and engineering depts of municipal partners to help inform our short- and long-range projections and planning. Meet twice annually for the purpose of sharing/gathering information that is used as a data source to inform our planning.	<p>Intended Impact:</p> <ul style="list-style-type: none">• Ensure that our data and subsequent decision making is informed by multiple sources.• Allow time for robust planning and decision making by being “ahead” of the curve in relation to growth and the related pressures.	<p>The Organization will show progress by:</p> <ul style="list-style-type: none">• Scheduled meeting with municipal partners.• Using Baragar software to inform catchment pathway decisions.	<p>The Organization has demonstrated progress by:</p> <ul style="list-style-type: none">• We recently met with all municipalities to discuss growth and trends and plans.• Developing relationships to augment the sharing of information with local municipalities with the purpose of planning.