

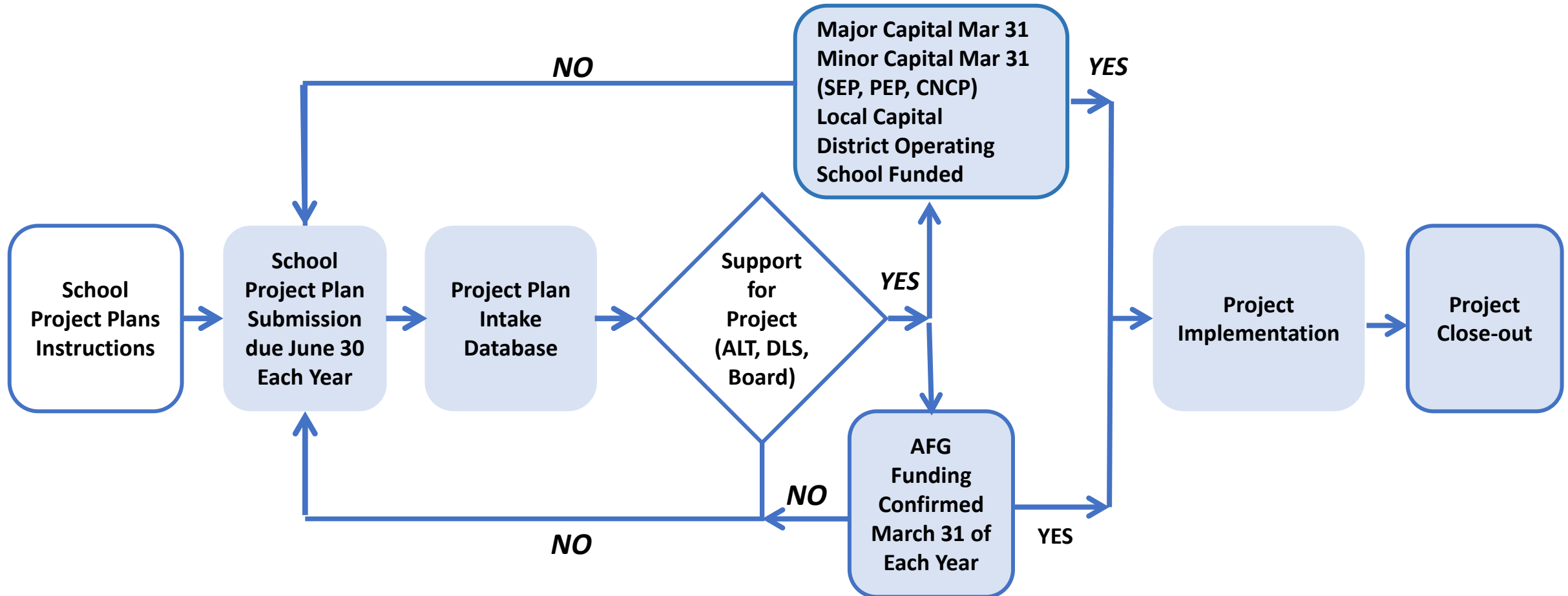
# 2024/25 School Project Planning

## Project Planning (school/Facilities plans)

- Intake instructions to be sent in May 2024
  - Included projects completed, current approvals and past proposed
  - Including past school priorities
  - Template for School Project plan
- **Plan submission deadline June 28, 2024!**
- Please include
  - School funded
  - PAC funded
  - Donated equipment
  - Accessibility
  - Large Proposed Projects (AFG/Capital/School initiated requests)



# NLPS Project Approval



# 2024/25 School Project Planning

## Annual Cycle

### Yearly Cycle

- Submission Date – June 28<sup>th</sup>
  - Schools/Departments submit prioritized Project plan
- Plans Received and data based updated – July/August
- Evaluate, investigate, and communicate – September/December
- Review and align with District programs and Departments – January/February
  - Project directed to various other funding processes
  - Operating, Local Capital, Ministry Funding programs
- AFG approved – March
  - Approved Project completed April 1<sup>st</sup> to following March 31
- Intake requests sent to schools May
  - Includes projects completed, current approvals and past proposed (requested but no approved)
- Requests outside of process (i.e. emergent)
  - Email Deputy Superintendent
  - LS and Facilities visit with Principal

# 2024/25 School Project Planning

## Space changes/room use changes

- These can come up any time of the year.
  - Each September we ask space use to be reported
  - Reporting process and approval process are separate
- If you have lead time, include these in your schools Project plan
  - Space changes often require Facilities changes
  - Include substantive program changes
  - Or be emergent
- Space and Room changes which cannot follow the process are deemed Emergent
  - Contact Deputy Superintendent
  - DLS and Facilities will review the request and a plan will be determined.

# 2024/25 School Project Planning

## Playgrounds/Outdoor Learning Spaces/Gardens

- Look to school project requests for priorities
- Align with District priorities
- Projects typically reviewed as part of the School project request process
- Can and have been reviewed and approved throughout the year as planning capacity allows

# 2024/25 School Project Planning

## “Approval in Principle” (what does it mean?):

- Used to initiate the planning process for projects
- **Allows Facilities to assign to planning staff to work with schools**
  - **Staff time not typically allocated to an unsupported idea**
- Each project is different, however typically
  - Is used to investigate and understand the project
  - Allows alignment of school thinking with Facilities and Learning Services
  - Can result in alternatives to original idea
  - Can result in approval to raise funds/apply for grants
  - Can result in a project not being support
  - Can result in a project receiving consideration for ‘district’ funding support