

Your CLC's Operations Manual

This plan, as well as the various documents included in it, should be prepared by both the CDA and the School Principal. It is meant to facilitate the transition of responsibilities from an outgoing CDA and the new incoming CDA. Principal involvement is key as they are a key member of the CLC leadership team and the CDA reports to them.

1. *Name(s) of school(s), address, phone number, email, website*
 - a. *Include a list of personnel (principal, teachers & support staff)*
 - b. *Include extension numbers of staff rooms, principal & secretary - cell phone number of principal(s) if possible*
2. *About the school(s)*
 - a. *Socio-economic rating of the school*
 - b. *Number of municipalities served by the school*
 - c. *School Transportation times (arrival and departure times - helps with the scheduling of CLC activities)*
 - d. *School schedule(s) - include times for recess & lunch*
 - e. *Total number of students in the school (Sept. 30 figures would be ideal)*
 - f. *Number of classrooms - if possible include teacher names & number of students per class*
 - g. *Calendars*
 - i. *School calendar sent home to parents - highlights activities that are on-going that you may not know about: local ped days, holidays, "their days" (day 1, 2, 3, etc...), dates of G.B. and P.P.O. meetings*
 - ii. *School board annual calendar (holidays, ped days...)*
 - h. *School Budget codes – for travel and cell expenses claims (if applicable)*
 - i. *Copy of School Educational Project and School Board Commitment to Success Plan*
3. *Information needed for grant writing*
 - a. *Grants that have been successfully secured in the past - short summary of the project, website, value of the grant, deadlines... Grants that the CDA has applied for and secured are recorded in the online monitoring report (OMR)*
 - b. *Potential grant opportunities for the future, with website addresses and deadlines*
 - c. *Code d'établissement of schools*
 - d. *School Board charity registration number (If applicable)*
 - e. *School Bank account number – what funds (i.e. from grants) are designated to? (if applicable)*

(continued)

4. *Strategic Plans & Activity Reports*
 - a. *Copy of Annual Plan, Theory of Change (ToC) and/or other strategic plans for the CLC*
 - b. *Copy of latest CLC activity report (Online Monitoring Report)*
 - c. *Communications avenues and strategies*
5. *Committees and Meetings*
 - a. *In school*
 - b. *In community*
6. *Key teacher(s) / staff / parents to reach out to*
7. *Username & passwords for CLC social media accounts*
8. *Who to contact to obtain access to key tools/websites*
 - a. *School board intranet: person A*
 - b. *Online monitoring report (OMR) - Provincial Resource Team - prt@learnquebec.ca*
9. *Copy of most recent online monitoring report (OMR).*
 - a. *Contact information of person/people/partner(s) involved and any partnership agreements if available*
 - b. *Highlight some of the most impactful activities / Include previous CLCmagic stories*
10. *List of potential projects school staff has spoken to CDA about*
11. *Contact information for key people in the CLC network:*
 - a. *PRT*
 - b. *School Board Representative*
 - c. *Other CLCs and CDAs in your school board*
 - d. *How to reach out to the CLC network (Listserv, Facebook, through PRT)*