



## REPORT CARD, JUNE 2011

### Year 1, AiM—Achievement in Motion for Student Success System Plan



## SUCCESS FOR EACH STUDENT GOAL

This goal focuses on delivering a quality learning experience to support high levels of academic achievement for each student.

### ACTION STEPS

1. Continue implementation of the 2010 Board Student Achievement Improvement Plan, Kindergarten to Grade 12, which includes S.M.A.R.T. (specific, measurable, attainable, realistic and timely) goals in the areas of:
  - a. LITERACY - reading for meaning and non-fiction writing.
  - b. NUMERACY - mathematical processes.
  - c. PATHWAYS - improvement in achievement and pass rates for Grade 7 & 8 History/Geography, Grade 9 Applied Geography and Grade 10 Civics.
  - d. COMMUNITY, CULTURE AND CARING - increased access and use of assistive technology for students with Special Education needs to increase academic success.
2. Develop the Board Improvement Plan for Student Achievement for the period January to December 2011.
3. Develop a district assessment, evaluation and reporting procedure that aligns with *Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, First Edition Covering Grades 1 – 12, 2010*.
4. Develop an implementation plan based on the 2010 recommendations of the Information Technology Advisory Committee.
5. Implement Ministry of Education Full-day K. Develop an accommodation plan that incorporates system needs and culture.
6. Develop an accommodation plan that incorporates system needs and culture.
7. (a) Develop a project plan for the implementation of an enterprise resource planning system; and (b) Implement the ERP system, Phase 1, for August 31, 2011.

### ACCOMPLISHMENTS TO JUNE 2011

- Compiled results for literacy, numeracy, pathways, and community, culture and caring and analyzed against targets.
- Developed the Board Improvement Plan S.M.A.R.T. goals for the period January to December 2011, with implementation plans, timelines and monitoring strategies.
- Developed School Improvement Plan S.M.A.R.T. goals for literacy, numeracy, pathways, and community, culture and caring, with implementation plans, timelines and monitoring strategies.
- Schools conducted School Self Assessment Summaries and selected School Effectiveness Framework indicators to be included in school improvement plans.
- Hosted Skopus training sessions for school administrators and continue to provide ongoing support.
- Completed six district reviews: five elementary (C.M.L. Snider School, Frankford Public School, Madoc Public School, Prince Charles Public School (T) and Queen Elizabeth School (Picton)) and one secondary (Moira Secondary School).
- Superintendent visits to schools in the fall of 2010 and winter of 2011 included a review of school improvement data.
- Elementary schools identified as OFIP (Ontario Focused Intervention Plan), SIM (Schools in the Middle), Non-OFIP/SIM, and Northern Network participated in network learning team meetings, and school co-planning, co-teaching and co-learning sessions.
- Hosted eight monthly meetings (August, September, October, November, December 2010; January, March and April 2011) for elementary and secondary administrators with a focus on the Board Improvement Plan for Student Achievement S.M.A.R.T. goals.
- Conducted surveys with four elementary (Harry J. Clarke Public School, Madoc Public School, Stirling Senior Public School and Tweed-Hungerford Senior Public School) and two secondary (Bayside Secondary School and Centre Hastings Secondary School) participating in the MISA (Managing Information for Student Achievement) project for collaborative teacher inquiry focused on Premier Assistive Technology to enhance student engagement, thinking and learning.
- Implemented *Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, First Edition Covering Grades 1 – 12, 2010*.
- Determined changes to information technology-related procedures and district plans to reflect 21<sup>st</sup> Century learning and revised hardware evergreening plans.
- Implemented full-day Kindergarten, Year 1, at seven schools (College Street Public School; Deseronto Public School; Earl Prentice Public School; Madoc Township Public School; North Trenton Public School; Queen Elizabeth Public School (Trenton); and Queen Victoria School. Surveyed parents/guardians for future years. Selected schools for Years 2 and 3.
- Completed enrolment projections for 2011-2012. Updated Procedure 555: Maximizing Use of School Space. Implemented Procedure 570: Facility Partnerships. Collected school floor plans. Identified capital needs for Years 1, 2 and 3 of Full-day K.
- Established a project team to design, test and implement the new enterprise resource planning system.

Founded on GROWING WITH CHARACTER through  
CARING COOPERATION HONESTY HUMOUR  
INTEGRITY RESPECT RESPONSIBILITY TRUSTWORTHINESS





## REPORT CARD, JUNE 2011

### AiM—Achievement in Motion for Student Success System Plan



## EMPLOYEE EXCELLENCE GOAL

This goal focuses on valuing every employee, providing opportunities to learn and grow, and engaging all in contributing to the success of each student.

### ACTION STEPS

1. Update the Talent Development Plan to continue building capacity for support and academic staff.
2. Finalize and implement the Support Staff Performance Appraisal process.
3. Develop the Senior Management Performance Appraisal tool and pilot project.
4. Establish a steering committee to investigate support staff mentoring and develop an action plan.
5. Continue to develop and recruit school and district leaders.
6. Update the Recruitment Plan for academic and support staff to align with recommendations from the 2010 Operational Review.
7. Establish a steering committee comprised of internal and external partners to explore initiatives to promote a healthy workplace culture.
8. Explore the feasibility of partnering with a provider to collect baseline data on employee wellness to guide future plans.
9. Organize and celebrate district-wide healthy workplace events to celebrate the fun in life.
10. Promote safe, respectful, inclusive learning and working environments for all employees.

### ACCOMPLISHMENTS TO JUNE 2011

- Developed the Leadership Development Strategy and submitted it to the Ministry of Education on October 29, 2010. Conducted an employee survey to gain feedback on future leadership development initiatives.
- Developed multi-year recruitment plans are developed. Hosted leadership development sessions for all employee groups in September and October 2010, March, April and May 2011. Made progress in developing Terms & Conditions for Ontario Principals' Council.
- Developed electronic Support Staff Performance Appraisal documents and processes, and completed a pilot project.
- Conducted numerous negotiation meetings with the Association of Professional Support Staff Personnel (APSSP).
- Determined to carry forward the project to develop a Senior Management Performance Appraisal tool and pilot project pending a forthcoming Ministry of Education template.
- Began the process to establish a steering committee to investigate support staff mentoring and develop an action plan. This will be carried forward to AiM Year 2, 2011-2012.
- Began the process to update recruitment and hiring processes for academic and support staff to ensure alignment with recommendations from the 2010 Operational Review. This will be carried forward to AiM Year 2, 2011-2012.
- Held three meetings of the Wellness Committee to explore initiatives to promote a healthy workplace culture.
- In the process of conducting a survey to evaluate the wellness culture and input on future offerings.
- Wellness Committee hosted the following events/activities: Terry Fox Walk, September 24, 2010, attended by approximately 30 Education Centre employees; Canada's Healthy Workplace Month, October 2010, apples delivered to employees in all schools and administrative buildings on October 25 to wrap-up the electronic campaign; Student/Staff Engagement Program; Health & Wellness Fairs, November 26, 2010 and March 2011; Family Day Skate, February 21, 2011 at five arenas in district, staff very appreciative; and Big Bike for Heart & Stroke, May 4, 2011.
- Conducted an awareness campaign for safe working environments through online messages, flyers and employee training. Provided written resources to further describe safe workplace environments and processes for identifying and responding to violence in the workplace.

Founded on GROWING WITH CHARACTER through  
CARING COOPERATION HONESTY HUMOUR  
INTEGRITY RESPECT RESPONSIBILITY TRUSTWORTHINESS





## REPORT CARD, JUNE 2011

### Year 1, AiM—Achievement in Motion for Student Success System Plan



## COMMUNITY CONNECTIONS GOAL

This goal focuses on supporting the success of each student through effective community relationships, and safe, respectful, inclusive learning and working environments.

### ACTION STEPS

1. Increase opportunities for positive messaging, and promote awareness of student, school and district successes and celebrations on a weekly basis through employees and local media.
2. Complete three components of the Privacy and Information Management (PIM) Plan: i) initiate a records management process; ii) develop a privacy impact assessment (PIA) protocol; and iii) develop a privacy breach protocol.
3. Support schools in the implementation of school climate surveys, and compile and analyze the district results.
4. Provide information about equity and inclusive education procedures and practices to students, administrators, trustees, teachers, parents, school staff, school councils and volunteers.
5. Enhance cooperative and collaborative community services partnerships with a focus on children's mental health and safety in schools.
6. Enhance cooperative and collaborative facility partnerships that provide access to schools for use by students, families and the broader community.

### ACCOMPLISHMENTS TO JUNE 2011

- School and Education Centre newsletters, websites, presentations and events reflected pride as a system of character. School and Education Centre newsletters featured Growing with Character articles featuring students and employees. Character presentations occurred at Board and admin. meetings.
- 122 news articles were posted online up to mid-May 2011. Seven CKWS-TV news stories (full-day K at Deseronto PS; helmets for school children; Friday Night Lights football, Full-day Kindergarten; Al Purdy/THS library; Bayside SS smoking issues; Trenton HS Kraft/TSN fundraising).
- Created a month-at-a-glance list of school and board events and activities on the HPEDSB home page.
- Produced and distributed three issues of *eCommunity*, the online employee newsletter.
- Redefined the composition and purpose of the Marketing Committee and held three meetings (February, April and May 2011).
- Selected a records management provider and launched a records inventory project all school and administrative offices.
- School climate surveys were completed at schools in fall 2010. Hosted a Caring, Safe, Respectful and Inclusive Schools administrator meeting on March 24 and April 6, and further promoted through system memos. Gathered feedback from community partners (SEAC, Safe School Advisory Committee, Equity and Inclusivity Advisory Committee, The Hastings and Prince Edward Learning Foundation, Parent Involvement Committee, and Aboriginal Education Steering Committee).
- Created and released a Religious Accommodation Guide and support materials (binder, calendar). Further provided details about equity and inclusive education procedures and practices to students, administrators, trustees, teachers, parents, school staff, school councils, and volunteers.
- Supported reviews of classroom strategies and resources to promote school wide equity and inclusive education policies and practices (e.g., Aboriginal Studies Resource Guide, discarded outdated resources) through participation in Eastern Ontario Network for Equity and Inclusive Education initiatives.
- Developed an implementation schedule and communication plan to provide information about equity and inclusive education procedures and practices to representative school teams and departments.
- Created a community contact list to support parents whose first language is not English.
- Met 10 times with the Integration with Education Committee and Pathways/Transitions Committee to determine successful practices for student transition from elementary to secondary school. Met 10 times with the Crown Ward Championship Team. Created a protocol with Children's Aid Societies, community partners, Algonquin and Lakeshore Catholic District School Board, and Limestone District School Board to create improved educational opportunities for students who are in care or Crown Wards.
- Approved refinements to the Community Threat Assessment Protocol. Additional community partners signed the protocol (Loyalist College, Probation Services, ALCDSB and KPRDSB). Held training sessions for employees and community partners and distributed the protocol to community partners.
- Worked with community services to address mental health issues through the Working Together for Kid's Mental Health demonstration project. Offered ongoing webinars with project management team. Hosted focus groups with school teams, Special Education Services staff and community partners from February to April 2011; began developing train-the-trainer models for future sessions.
- Hosted six meetings of Parent Involvement Committee (PIC). The Annual General Meeting in September 2010 featured bullying awareness and prevention. Each elementary and secondary school was represented at the AGM by the school administrator and school council representative (79% or 44 schools participated).
- Hosted district-wide Bullying Awareness Week in November 2010.
- Worked with the local Preschool Speech and Language Program and Ontario Early Years Centre to initiate the Phonological Awareness Group Enrichment and Support (PAGES) Program for at risk JK students in three pilot schools.
- Worked with Lion's Club volunteers to develop awareness of the importance of hearing and vision screening for SKs and Grade 1s.

Founded on GROWING WITH CHARACTER through  
**CARING COOPERATION HONESTY HUMOUR**  
**INTEGRITY RESPECT RESPONSIBILITY TRUSTWORTHINESS**



## ACCOMPLISHMENTS TO JUNE 2011

- Updated the Tragic Event Resource Guide; developed a procedure and shared both with all employees and online.
- Promoted the Employee Assistance Program (EAP) to all employees; Quinte Counselling continued to offer crisis counseling to employees as part of the tragic event response team.
- Created a Seamless Transitions Connections for Students with Autism Resource Guide and procedure.
- Created a Child and Youth Counsellor Resource Guide and procedure.
- Identified available space in schools and opportunities for potential facility partnerships on a school-by-school/as requested basis. A public meeting to provide notice about available space will held before end of June 2011.
- Developed promotional materials for community use of schools; updated the facility partnership web page with current information.
- Online booking of community use of schools resulted in 80% of all users (public and employees) using the online system.