

SYSTEM GOAL - SUCCESS FOR ALL STUDENTS

The Hastings and Prince Edward District School Board delivers an extraordinary educational experience for every student with a commitment to continual improvement and success for all.

SUCCESS FOR ALL STUDENTS ACTION PLAN 1	CHAMPION Support	Notes	
Every student demonstrates the skills and values to contribute positively to their chosen communities.	JAN MONTGOMERY <i>Cathy Portt, Michael Prendergast, Mandy Savery-Whiteway</i>	Planning team representing: Curriculum Services, Information and Technology Services, Student Success, Special Education Services and specialized work groups.	
SUCCESS FOR ALL STUDENTS Action Steps		Indicators of Success	Monitoring
1. Students demonstrate improved skills in the reading component of literacy.		By June 2008, 75 percent of Grade 3 and 6 students will achieve Level 3 or 4 in the reading component of literacy. By June 2008, 75 percent of Grade 8 students will achieve Level 3 or 4 in the reading component of literacy.	<ul style="list-style-type: none"> • Grade 3 DRA - June 2007 • Grade 3 DRA - June 2008 • Grade 3 and 6 report card data • December/March/June 2007-08 • EQAO data – September 2007/September 2008 • Grade 8 report card data • December/March/June 2007-08
2. System targets will be set for Grade 9 student performance on EQAO Mathematics.		By January 30, 2008 the Board Improvement Plan will include system targets for Grade 9 EQAO Mathematics.	<ul style="list-style-type: none"> • Secondary work group will meet on September 18, 2008 to continue target setting process. • Updates on target setting will be included on secondary administrators' meeting agendas. • System targets will be used to complete Secondary School Improvement Plans.
3. School and system targets will be set for Grade 10 student performance on the Ontario Secondary School Literacy Test.		By October 30, 2007, the Board Improvement Plan will include a system target for the Ontario Secondary School Literacy Test.	<ul style="list-style-type: none"> • Secondary work group will meet on September 18, 2008 to continue target setting process. • Updates on target setting will be included on secondary administrators' meeting agendas. • System target will be used to complete Secondary School Improvement Plans.

<p>4. Students demonstrate improved skills in the Grade 9 EQAO mathematics test and the Grade 10 Ontario Secondary School Literacy Test.</p>		<ul style="list-style-type: none"> • Grade 9 Mathematics report card data – Nov 7/Feb 08/April 08/June 08 • EQAO Mathematics data Jan 08/June 08 • OSSLT data - June 08 • OSSLC data – June 08
<p>5. Students demonstrate improved credit completion rates for Grades 9 and 10.</p>	<p>By June 2008, 85 percent of Grade 9 students enrolled in 8 credits will have earned 8 credits.</p> <p>By June 2008, 85 percent of Grade 10 students enrolled in 16 credits will have earned 16 credits.</p> <p>By June 2008, 95 percent of Grade 9 and 10 students attempting Ministry of Education credits will achieve those credits.</p>	<ul style="list-style-type: none"> • Credit accumulation rates by semester.
<p>6. Establish system guidelines for a Professional Learning Community (PLC) focused on improving professional practice to improve learning opportunities for students.</p>	<p>Broad based work group is formed to establish guidelines.</p> <p>Selected Professional Learning Communities link improvement of professional practice to improved student achievement.</p>	<ul style="list-style-type: none"> • By February 2008 guidelines are established. • By June 2008, four PLC's are identified and baseline data is established.
<p>7. Provide support/direction for the establishment of Professional Learning Communities through an interdepartmental approach.</p>	<p>All departments in HPEDSB can discuss all components of a Professional Learning Community.</p>	<ul style="list-style-type: none"> • By June 2008 all departments have considered how a Professional Learning Community can improve practice.

SUCCESS FOR ALL STUDENTS ACTION PLAN 2	CHAMPION Support	Notes	
Students select appropriate program pathways and experience success. <i>Every student—a successful pathway. Every pathway—a valued destination.</i>	TRISH FITZGIBBON Jan Montgomery, Mandy Savery-Whiteway	Planning teams representing: Pathway Committee, Guiding Student Success Committee, system principals and school group superintendents.	
SUCCESS FOR ALL STUDENTS Action Steps		Indicators of Success	Monitoring
1. Continue to address elementary to secondary transition planning through training and expanded parental communication.		Students select appropriate pathway Parent/school pathway selection alignment.	<ul style="list-style-type: none"> Credit accumulation.
2. Continue to develop and implement student data portal to support the tracking of student performance.		Re-activate elementary/secondary workgroup to further refine the data portals.	<ul style="list-style-type: none"> Portal use is a regular agenda item on school administrator meetings.

SUCCESS FOR ALL STUDENTS ACTION PLAN 3	CHAMPION Support	Notes	
Maximize and align resources to provide excellent learning and working environments.	DAVE RUTHERFORD Matt Norton, Don Tregenza, Steve Wowk		
SUCCESS FOR ALL STUDENTS Action Steps		Indicators of Success	Monitoring
1. Continue development of Tri-Board Student Transportation Services Inc. as an independent legal entity (assets, labour, policies). Prepare for an Efficiency and Effectiveness Review.		Assets, policies and personnel are in place. Efficiency and Effectiveness Review is completed and recommendations brought to Tri-Board and the Board.	Tri-Board and Board review study and consider recommendations.
2. Review and analyze recommendations of Long Term Accommodation Study. Develop recommendations for Board implementation.		Study completed and recommendations made to Board.	Board review of recommendations and determine next steps.
3. Update operational results of International Student and Continuing Education programs for continued viability and move from pilot to full implementation.		Programs are operating within existing resources or determine need for continued restructuring.	November 30 Ministry of Education revised estimates.
4. Co-ordinate Human Resources Support Services databases (SEMS, Park Lane, Empath).		Databases are integrated.	
5. Utilize system data to determine spending priorities.		Data analyzed and strategies proposed	Budget is aligned with priorities.

SUCCESS FOR ALL STUDENTS ACTION PLAN 4	CHAMPION Support	Notes	
Ensure all students and employees experience safe, effective and respectful learning environments.	TRISH FITZGIBBON <i>Cathy Portt, Mandy Savery-Whiteway</i>		
SUCCESS FOR ALL STUDENTS Action Steps	Indicators of Success		Monitoring
1. Establish a work group to develop a system framework which integrates safe schools for improved student learning and addresses Ministry of Education Safe Schools requirements.	Meet Ministry of Education timelines of February 2008.		<ul style="list-style-type: none"> • Regular updates from steering committee to Senior Admin regarding policy and procedures. • Regular reviews of suspension data.
2. Identify and implement year one priorities based on Ministry of Education requirements.	Complete system and Ministry of Education training with various stakeholder groups. Awareness throughout HPEDSB of the new policy and procedures. Meet Ministry of Education requirements and timelines.		<ul style="list-style-type: none"> • Regular agenda item on Administrative Council, elementary and secondary principal meetings. • Collect and analyze system suspension and expulsion data.
3. Identify and implement training for all stakeholders in line with Ministry of Education requirements.	Meet Ministry requirements and timelines.		<ul style="list-style-type: none"> • Regular agenda item on Administrative Council, elementary and secondary principal meetings.

SYSTEM GOAL – SYSTEM OF CHARACTER

All partners within the Hastings and Prince Edward District School Board community know, understand and demonstrate a commitment to the core values of our organization. These core values provide the foundation to the realization of the system goals.

SYSTEM OF CHARACTER ACTION PLAN 1	CHAMPION Support	Notes	
Integrate the character framework into system, school culture, operations and practices.	KATHY SOULE <i>Kerry Donnell, Michael Prendergast, Mandy Savery-Whiteway</i>	Planning Committee and Steering Committee representing board, community and employee groups.	
SYSTEM OF CHARACTER Action Steps		Indicators of Success	Monitoring
1. Develop a visual identity for approval by the Board of Trustees.		The logo is approved.	<ul style="list-style-type: none"> • Board minutes reflect the approval.
2. Develop and manage a project plan to support the integration of the character framework.		Regular reviews and updates occur as outlined on the project plan.	<ul style="list-style-type: none"> • Review of project plan.
3. Distribute promotional materials throughout the district.		Promotional materials are visible in schools by February 2008.	<ul style="list-style-type: none"> • Banners are visible by March 2008.

SYSTEM GOAL – EMPLOYEE EXCELLENCE

The Hastings and Prince Edward District School Board is an organization where every employee counts, every employee cares, and every employee shares in the success of our students.

EMPLOYEE EXCELLENCE ACTION PLAN 1	CHAMPION Support	Notes	
Recognize employee achievements and their contributions to student success.	ROB MCGALL <i>Sharon Fairman, Peter Fong, Karen Fox</i>	Planning team representing: school administrators, elementary, secondary and occasional teachers, and support staff.	
EMPLOYEE EXCELLENCE Action Steps		Indicators of Success	Monitoring
1. Finalize details for service recognition program with stakeholders by December 2007.		Program is established.	
2. Develop communication plan for Employee Excellence recognition.		Communication plan is completed.	<ul style="list-style-type: none"> All employees are appropriately informed.
3. Implement Employee Excellence program for June 2008.		Schools and departments have information and supports required to recognize staff by March 31, 2008.	<ul style="list-style-type: none"> The program is in place. Gather feedback by June 30, 2008.

EMPLOYEE EXCELLENCE ACTION PLAN 2	CHAMPION Support	Notes	
Actively promote wellness and healthy active living for all staff.	DAVE RUTHERFORD <i>Arlene Dagenais, Matt Norton, Nancy Popovich, Cathy Portt</i>		
EMPLOYEE EXCELLENCE Action Steps		Indicators of Success	Monitoring
1. Provide three wellness information updates to the system during the school year.		Communication schedule established for 2007-2008.	<ul style="list-style-type: none"> Solicit and analyze feedback.
2. Expand and improve access to Web resources.		Web improvements are in place by June 2008.	<ul style="list-style-type: none"> Solicit and analyze feedback.
3. Organize and promote two district-wide healthy workplace events.		Events are organized and implemented.	<ul style="list-style-type: none"> Record participation.

EMPLOYEE EXCELLENCE ACTION PLAN 3	CHAMPION Support	Notes	
Promote coaching, mentoring and professional development for all employees.	ROB McGALL <i>Matt Norton, Michael Prendergast, Mandy Savery-Whiteway, Sue Taylor</i>	Planning team representing employee groups.	
EMPLOYEE EXCELLENCE Action Steps		Indicators of Success	Monitoring
1. Complete inventory of existing programs for coaching, mentoring and professional development for all employee groups.		Create an inventory by January 2008.	<ul style="list-style-type: none"> • Review and look for duplication
2. Identify gaps as they relate to the system goals.		Complete gap analysis by March 2008.	<ul style="list-style-type: none"> • Gaps are clearly identified.
3. Identify resources and structures to close gap.		Complete resources identified by June 2008	<ul style="list-style-type: none"> • Review group meets several times throughout the year, resources identified.

SYSTEM GOAL – OPEN COMMUNICATION

The Hastings and Prince Edward District School Board, through clear and transparent two-way communication, is recognized as the system of choice in the communities we serve.

OPEN COMMUNICATION ACTION PLAN 1	CHAMPION Support	Notes	
Establish the Board as the system of choice and as an essential community partner.	KATHY SOULE <i>Maribeth deSnoo, Kerry Donnell, Trish FitzGibbon</i>	Planning team representing: employee groups, school communities and the broader community.	
OPEN COMMUNICATION Action Steps		Indicators of Success	Monitoring
1. Implement continued strategies to enhance meaningful communication between and among HPEDSB, its school communities and the public.		<ul style="list-style-type: none"> • Feedback is received from stakeholders throughout the school year on school and board activities. • Evidence of increased donor support for program enhancements through The Hastings and Prince Edward Learning Foundation by June 2008. • Standardized content on school home pages and branding alignment with the HPEDSB main site by June 2008. • LCD sign constructed at Dundas Street. • Launch a new online employee newsletter. 	<ul style="list-style-type: none"> • Telephone calls, letters received, published Letters to the Editor, face-to-face feedback. • Increased number of volunteers at schools and increased donations. • Project plan update and meetings. • Number of hits on board and school Web sites. • Four issues per year: October, December, March and May.
OPEN COMMUNICATION ACTION PLAN 2	CHAMPION Support	Notes	
Improve processes and mechanisms to support open, two-way communication within the organization and with community partners.	ROB McGALL/ KATHY SOULE <i>Kerry Donnell, Karen Fox, Matt Norton, Sue Taylor</i>	Planning team representing: employee groups, school communities and the broader community.	
OPEN COMMUNICATION Action Steps		Indicators of Success	Monitoring

1. Conduct presentations with community agencies, service clubs and organizations to highlight achievements and challenges, and increase public awareness of Hastings and Prince Edward District School Board.	A minimum of 5 or 6 presentations have occurred by June 2008.	<ul style="list-style-type: none"> Record of presentations.
2. Continue to strive for labour stability and improved employee relations by completing collective agreements with all employee groups	Collective agreements are in place for all employee groups by a target date of August 31, 2008.	<ul style="list-style-type: none"> Records of collective bargaining meetings.
3. Implement continued strategies to inform and engage the media in HPEDSB initiatives and community outreach activities.	A majority of Hastings and Prince Edward District School Board news releases are reported by local media.	<ul style="list-style-type: none"> Track news reports (print, TV, radio) as compared to news releases and track face-to-face meetings between staff and reports.

OPEN COMMUNICATION ACTION PLAN 3	CHAMPION Support	Notes	
Provide technological tools to improve communication and collaboration for all employees.	KATHY SOULE <i>Kerry Donnell, Matt Norton</i>		
OPEN COMMUNICATION Action Steps	Indicators of Success	Monitoring	
1. Implement a new email and calendaring system by October 31, 2007.	<ul style="list-style-type: none"> Purchase the necessary hardware and software to accommodate the technological needs of all employees. Successful testing and evaluation have occurred prior to the go-live date. Employees have access to an all encompassing training plan that allows for immediate use and ongoing support. 	<ul style="list-style-type: none"> Hardware and software are purchased and functional. ITS team meets daily to assess progress and share issues from the pilot projects. The volume of participation in hands-on training, the number of Web site tutorial downloads and calls to the Help Desk and communication the employee newsletter. 	
2. Establish a committee in the 2007-08 school year to examine collaboration requirements and determine how it will bring value to teaching and learning, including administration and operations.	The committee achieves its goals and guiding principals that are established at the beginning of the school year.	<ul style="list-style-type: none"> Minutes from committee meetings. 	
3. Begin to implement the recommendations from the above late in the 2007-08 school year.	<ul style="list-style-type: none"> The collaboration software is installed and configured to support the committee's goals. Successful testing and evaluation have occurred prior to the go-live date. Employees have access to an all encompassing training plan that allows for immediate use and ongoing support. 	<ul style="list-style-type: none"> ITS team meets daily to assess progress and share issues from the pilot projects. The volume of participation in training, calls to the Help Desk and communication through employee newsletter. 	

SYSTEM GOAL – COMMUNITY RELATIONSHIPS

The Hastings and Prince Edward District School Board actively partners with students, families, communities and organizations to build engaging learning environments that contribute to the social, emotional and economic well-being of every student.

COMMUNITY RELATIONSHIPS ACTION PLAN 1	CHAMPION Support	Notes	
Engage community partners in recognizing and supporting diversity and equity.	KATHY SOULE <i>Arlene Dagenais</i>	Planning team representing: employee groups, school communities and the broader community.	
COMMUNITY RELATIONSHIPS Action Steps		Indicators of Success	Monitoring
1. Implement the policy requirements for the First Nation, Métis and Inuit initiative.		A self-identification process is available in the Hastings and Prince Edward District School Board.	<ul style="list-style-type: none"> Meetings are held with the Mohawks of the Bay of Quinte and other interest groups.
2. The Equity and Diversity Steering Committee will develop procedures for implementing the Equity and Diversity Policy.		Procedures are in place and communicated to the system by June 2008.	<ul style="list-style-type: none"> Records of meetings

COMMUNITY RELATIONSHIPS ACTION PLAN 2	CHAMPION Support	Notes	
Engage school communities and the broader community in the alignment of physical, human and financial resources.	DAVE RUTHERFORD <i>Kerry Donnell, Karen Fox, Sue Taylor</i>		
COMMUNITY RELATIONSHIPS Action Steps		Indicators of Success	Monitoring
1. Develop a communication plan that informs and provides opportunity for feedback to all stakeholders on the results of the long term accommodation study, board demographics and the resulting financial implications.		Results of the study and board data shared with all stakeholders. Feedback solicited and analyzed.	<ul style="list-style-type: none"> Record of meetings. Tracking of media coverage. Report to Board