



Hastings and Prince Edward  
District School Board

# YEAR 5 REPORT CARD



*AiM – Achievement in Motion*  
System Plan 2009–2010

**Year 5 Goals, Action Plans  
and Action Steps**



**Caring, Cooperation, Honesty, Humour, Integrity  
Respect, Responsibility, Trustworthiness**



## SUCCESS FOR ALL STUDENTS

### CHAMPION

Jan Montgomery,  
June Rogers

**GOAL** 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.

**ACTION PLAN 1** Every student demonstrates the skills and values to contribute positively to their chosen communities. Each student is unique—all students can achieve. Our commitment is to every student.

#### ACTION STEPS

1. Implement the Board Improvement Plan for Student Achievement, 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 - Grade 10 Applied Ontario Secondary School Literacy Test success rate.
  - d) Community, Culture and Caring - access to assistive technology to enhance student engagement.



Trish FitzGibbon,  
June Rogers

**ACTION PLAN 2** Students select appropriate program pathways and experience success. Every student—a successful pathway. Every pathway—a valued destination.

#### ACTION STEPS

1. Refine elementary to secondary transition planning for all students.
2. Support the implementation of Native Studies courses in secondary schools and enhance resources for elementary and secondary.



Dave Rutherford

**ACTION PLAN 3** Ensure the effective use of resources in support of quality educational programs and manage resources in a manner that builds public confidence.

#### ACTION STEPS

1. Review, analyze and make recommendations on a replacement for the existing Human Resources, Payroll, Financial and Facility Services software systems.
2. Complete the rollout of the KEV school fund management system.
3. Create an audit committee and develop roles and responsibilities.
4. Align Procedure 505: Purchasing, with government supply chain guidelines.
5. Implement accommodation changes in North Hastings and West Belleville.
6. Create an Instructional Technology Advisory Committee (ITAC) to provide future direction for the use of instructional technology to support learning during the next five years.
7. Review current space and resources to support the implementation of all day, every day early learning.



June Rogers

**ACTION PLAN 4** Provide all students and employees with safe, healthy, effective and respectful learning environments.

#### ACTION STEPS

1. Implement the Community Threat Assessment Protocol (CTAP).
2. Implement Procedure 153-A: Lockdown, Secure and Hold, and Shelter in Place.
3. Implement video surveillance systems in all secondary schools and Year 1 targeted elementary schools, and establish a Video Surveillance Implementation Committee to support the implementation process.
4. Extend the understanding of progressive discipline through:
  - a) The integration of restorative practice throughout the district.
  - b) Broadened understanding of progressive discipline through communication with students, staff, parents/guardians, community partners and the Safe Schools Team.
  - c) Development of a progressive discipline and school safety Web page on district Web site that can be accessed by staff, parents/guardians, students, trustees and community members.
  - d) Implementation of new legislative requirements regarding requirements of the *Keeping Our Children Safe at School Act, 2009*.



## SYSTEM OF CHARACTER

### CHAMPION

Kathy Soule

**GOAL** All partners within Hastings and Prince Edward District School Board community know, understand and demonstrate a commitment to the *Growing with Character* attributes: caring, cooperation, honesty, humour, integrity, respect, responsibility and trustworthiness. These attributes provide the foundation to the realization of the system goals.

**ACTION PLAN 1** Confirm *Growing with Character* as the foundation for system and school cultures, operations and practices related to four areas: Learning and Academic Achievement, Respect for Diversity, Citizenship Development, and Parent and Community Partnerships.

**ACTION STEPS**

- 1. Learning and Academic Achievement – utilize various methods, such as signage, classroom and school displays, and newsletters to embed character attributes into system and school initiatives and classroom programs.
- 2. Respect for Diversity – utilize various methods, such as class/school displays, communications, scheduling of cultural events and inclusion of practices, to increase inclusivity of cultural practices/groups within the district and schools.
- 3. Citizenship Development – broaden the spectrum of students involved in school and district citizenship and leadership activities.
- 4. Parent and Community Partnerships – schedule presentations to parents and community partners to promote district and school accomplishments that reflect the eight attributes, and actively engage students in various community projects and initiatives.



**CHAMPION**

Rob McCall

**EMPLOYEE EXCELLENCE**

**GOAL** Hastings and Prince Edward District School Board is an organization where every employee counts, every employee cares, and every employee contributes to the success of our students.

**ACTION PLAN 1** Develop a leadership strategy that promotes the leadership inherent in every system role through effective mentoring, professional learning, performance appraisal and succession planning.

**ACTION STEPS**

- 1. Support the concept of employee excellence through the implementation of leadership development initiatives for all employees (academic and support staff) in the areas of: succession planning, professional learning, performance appraisal and mentoring.
- 2. ACADEMIC STAFF
  - a) Succession Planning – develop a two-year leadership succession plan.
  - b) Performance Appraisal – implement the Principal Performance Appraisal Plan.
  - c) Mentoring – refine the mentoring process.
  - d) Professional Learning – integrate within each of the above components.
- 3. SUPPORT STAFF
  - a) Develop leadership frameworks for managers/supervisors and lead hands/elementary school head secretaries that align with the Ontario Leadership Framework.
  - b) Develop a performance appraisal process for all support staff that aligns with academic performance appraisal processes.
  - c) Develop a multi-year working plan for support staff mentoring and succession planning.

Dave Rutherford **ACTION PLAN 2** Actively engage employees in personal wellness.

**ACTION STEPS**

- 1. Develop a pilot framework to promote opportunities for support staff at the Education Centre to engage with students in elementary schools in the Belleville area.
- 2. Organize and promote district-wide healthy workplace events.



**CHAMPION**

Kathy Soule

**OPEN COMMUNICATION**

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

**ACTION PLAN 1** Utilize targeted activities to communicate that the district is the system of choice.

**ACTION STEPS**

- 1. Raise awareness of district programs, activities and celebrations of success by utilizing radio, print, electronic media, and space on district vehicles and buildings.
- 2. Communicate the Year 5 *Achievement in Motion for Student Success* system plan to internal and external audiences.

Kathy Soule

**ACTION PLAN 2** Develop practices to respect privacy, enhance security, and ensure appropriate access to information.

**ACTION STEPS**

- 1. Develop a privacy and information management project plan that will be implemented by the Privacy and Information Management Committee.
- 2. Create and implement a disaster recovery plan and business continuity plan.



## COMMUNITY RELATIONSHIPS

**GOAL** 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.

### CHAMPION

Rob McCall,  
June Rogers

**ACTION PLAN 1** Create an Aboriginal Education Steering Committee.

#### ACTION STEPS



1. Develop a project plan to implement the Aboriginal Education initiative.
2. Build awareness and understanding of equity and inclusivity within the district to:
  - a) Align existing initiatives and procedures (e.g., character development and Safe Schools) with the Equity and Inclusive Education in Ontario guidelines.
  - b) Enhance understanding of diversity needs within the district.
  - c) Plan and support specific district events.
  - d) Develop a Web page to promote equity and inclusivity information and resources.

Dave Rutherford **ACTION PLAN 2** Improve accessibility within the district for persons with disabilities.

#### ACTION STEPS



1. Develop and implement customer service requirements to address the customer service regulation of the *Accessibility for Ontarians with Disabilities Act*.
2. Provide training for all staff and trustees to ensure awareness of the Act.

June Rogers,  
Kathy Soule

**ACTION PLAN 3** Enhance the educational experience for all students in the district.

#### ACTION STEPS



1. Engage the Parent Involvement Committee in activities that build awareness of their role in supporting student achievement.
2. Utilize strategies to ensure The Hastings and Prince Edward Learning Foundation continues to work with volunteers, teachers, principals, school staff and donors to provide philanthropic support for an entire spectrum of enhanced learning opportunities for students.

Dave Rutherford **ACTION PLAN 4** Engage school communities and the broader community in the alignment of physical, human and financial resources.

#### ACTION STEPS



1. Provide support to the Student Enrolment/School Capacity Committee and future accommodation review committees.
2. Continue to implement best practices to ensure effectiveness and sustainability of Community Use of Schools and enhance community partnerships.
3. Support the implementation of all day, every day early learning.

This document describes the Year 5 goals, action plans and actions steps to be undertaken in Hastings and Prince Edward District School Board during the 2009-2010 school year. Through this final year of a five-year plan, there is opportunity to move ahead while reflecting on the accomplishments of the past four years. Thank you to all internal and external stakeholders who provided input.

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