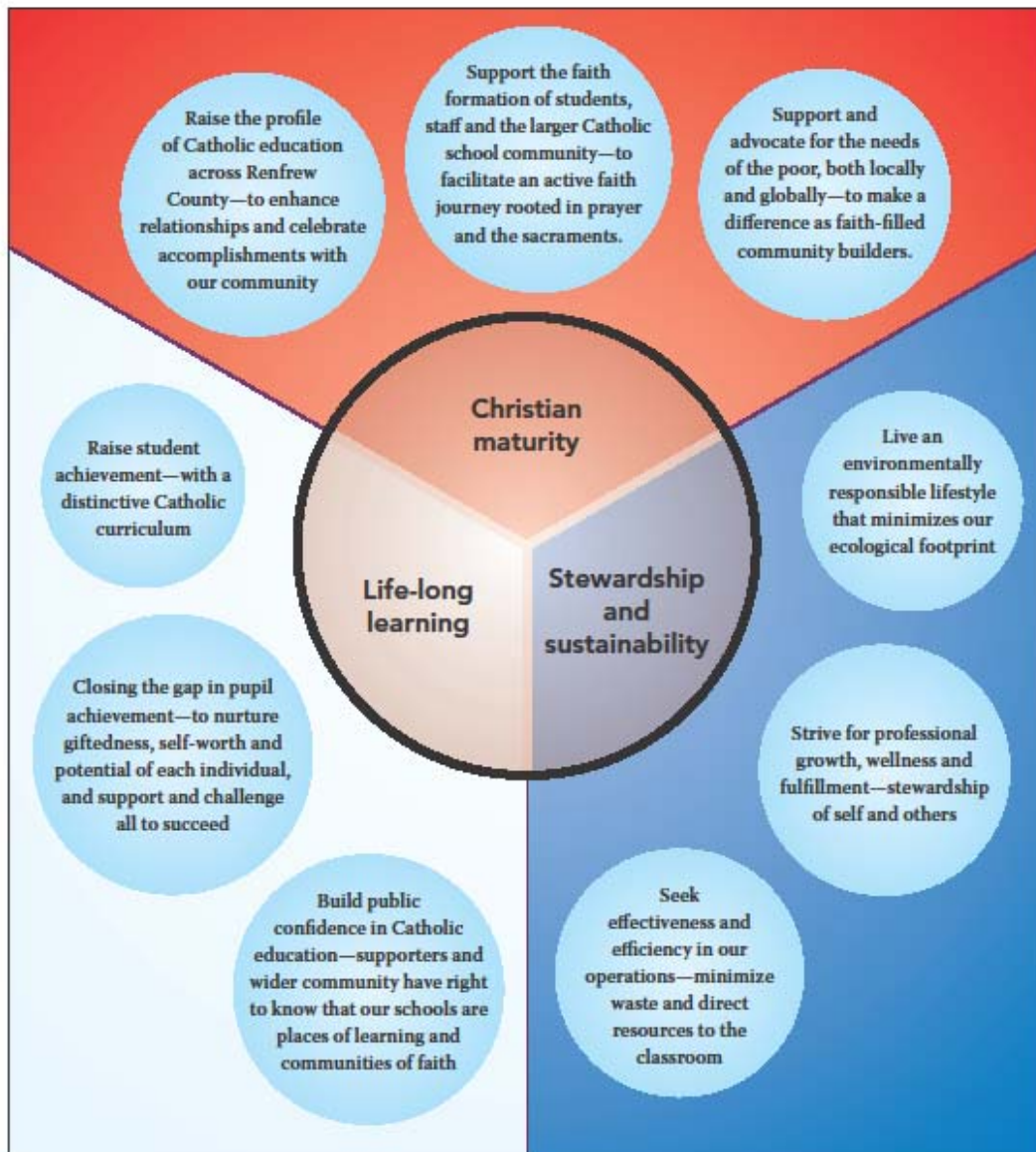


Our Journey



Schools to believe in!

RENFREW COUNTY
CATHOLIC DISTRICT SCHOOL BOARD

499 Pembroke St. West, Pembroke, Ont., K8A 5P1

Strategic Plan 2009-2012

OUR PURPOSE

“to sponsor the
integral education
of the
human person
through a
clear educational project
of which
Christ
is the foundation”

Congregation for Catholic Education

OUR VISION

Inspired by our rich heritage and challenged by the struggles of our past, we are an inclusive Catholic educational community called to express our mission as church to pass on the good news of Jesus Christ, to make it relevant in the world today and to be the hope for the future. Open to mystery and endless discovery in the Lord, we are called...

...to claim our role as global stewards cherishing the environment and all life in it.

PRIORITY 1

Raise the profile of Catholic education across Renfrew County.

CHRISTIAN MATURITY

PRIORITY 2

Support the faith formation of students, staff and the larger Catholic school community.

PRIORITY 3

Support and advocate for the needs of the poor, both locally and globally.

Strategic Plan 2009 – 2012 CHRISTIAN MATURITY

OUR VISION : On the journey to Christian maturity in a spirit of freedom, affirmation and celebration today, we strive to enhance relationships among members of the home, school, parish and extended community.

Priority Statement

1

Raise the profile of Catholic education across Renfrew County - The accomplishments of our Catholic schools need to be celebrated with our community!

Strategic projects / initiatives to support the Focus:	Lead	Monitoring Strategy		
		Measures of Success:	Timeline (Year)	(Comments / Notes / Update):
The Board will produce a regular communiqué called “Notebook” to be shared with the community and a bi-monthly “Good News From Our Schools” media release	Director of Education Supt. Of Education Executive Assistants Leadership Team	A seasonal notebook on the accomplishments of the RCCDSB will be provided to all partners in Catholic education. Partners in Catholic education will receive monthly media releases via Board Meetings with respect to school and board level Catholic education activities.	2009-10 to 2011-2012	Follow-up with Pappin Communications Distribute to parishes, students, parents, media
Director’s Annual Report	Director of Education Admin Team	The Director and the Administration Team will collaboratively produce, present and distribute an annual report on the accomplishments of the Board.	December of 2009, 2010, 2011	Distribute to parishes, students, parents, media
Catholic Education Week	CEW Committee Rel. Ed./ Family Life Resource Dir. Ed.	Each school within the Board will celebrate CEW with a series of written activities, prayer, presentations and will incorporate Catholic Education Week planning into their School Improvement Plans	October to May of 2009, 2010, 2011 school years	See OCSTA package for distribution in February to Trustees at Educational Services Committee Mtg. and to schools for their use.

Strategic Plan 2009 – 2012 CHRISTIAN MATURITY

OUR VISION : On the journey to Christian maturity in a spirit of freedom, affirmation and celebration today, we strive to facilitate an active faith journey rooted in prayer and the sacraments.

Priority Statement
2

Support the faith formation of students, staff and the larger Catholic school community - As communities of faith, what can we do to support the mission of our church?

Strategic projects / initiatives to support the Focus:	Lead	Monitoring Strategy		
		Measures of Success:	Timeline (Year)	(Comments / Notes / Update):
Inaugural Leadership Team/ Trustee Meeting	Director of Education	The Leadership Team will receive an Environmental Scan with regard to the two foci for 2011/12. Student achievement and Personal and Community Wellness will be discussed.	August 2011	100% attendance by 2011-12 Leadership Team
The board will continue the Annual Leadership Team Retreat	Director of Education CPCO President	The Leadership Team will engage in prayer, dialogue and strategic planning using a Provincial, Pastoral and Personal Lens.	Sept/Oct. 2009, 2010, 2011	Agenda & invitation to Chair of the Board.
The Inaugural Board Meeting (Trustees) will supplement ministry governance requirements with a special emphasis on the unique role of Catholic school trustee	Dir. Ed. Exec. Asst. Bishop Mulhall	Trustees will engage in a mass of celebration and thanksgiving prior to the Inaugural Board Meeting for 2011/2012.	December 2009, 2010, 2011	Follow-up with Diocese for Mass Pappin Communications for media
The board will institute an Annual Trustee Retreat in 2009	Dir. Ed. Exec. Asst. Board Chair	Trustees will receive inservice regarding Strategic Planning and Visioning on January 27 and 28.	Winter 2009, 2010, 2011	Resources include: OESC module, Parish priest will be invited to celebrate mass and OESC facilitator Jamie McCracken will assist with training
The board will continue with the annual Christian Community Day	CCD Team Dir. Ed. Rel. Ed/Family Life Resource	Rosita Hall will be the guest speaker. Her lens will be on resiliency and wellness in the workplace: A Healthy Spirit.	April 2011	Follow-up required with CCD Team Bishop Mulhall

Strategic Plan 2009 – 2012 CHRISTIAN MATURITY

OUR VISION : On the journey to Christian maturity open to mystery and endless discovery in the Lord, we are called to make a difference as faith-filled community builders.

Priority Statement 3

Support and advocate for the needs of the poor, both locally and globally - “Building Bethlehem Everywhere” is the unique call of the Catholic educator given Gods’ preferential option for the poor. Through our daily work in classrooms and schools and special projects, we work together to build God’s kingdom.

Strategic projects / initiatives to support the Focus:	Lead	Monitoring Strategy		
		Measures of Success:	Timeline (Year)	(Comments / Notes / Update):
The board will support the concrete action of Child Poverty Action Network	Director of Education	Money and items will be collected through local and board-wide initiatives to support the local Child Poverty Action Network.	Sept. 2010 – June 2011	
The board will continue to support the Dominican Republic Experience in our two high schools	Supt. Ed. SJHS BSCHS	The board will support release time for RCCDSB employees to accompany 5 students from SJHS and 10 from BSCHS to visit an impoverished area of the Dominican Republic. Students upon return will share their experiences with schools and parishes.	Winter/ Spring of 2009, 2010, 2011	

OUR VISION

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.....to claim our role as global stewards cherishing the environment and all life in it.

PRIORITY 1

Raise student achievement

LIFE-LONG LEARNING

PRIORITY 2

**Close the gap in
pupil achievement**

PRIORITY 3

Build public confidence in Catholic education

CATHOLIC DISTRICT SCHOOL BOARD

499 Pembroke St. West, Pembroke, Ont., K8A 5P1

Strategic Plan 2009 – 2012 LIFE-LONG LEARNING

OUR VISION : On the journey as life-long learners open to mystery and endless discovery in the Lord, we are called to develop and implement a distinctive Catholic curriculum based on the Ontario Catholic Graduate Expectations.

Priority Statement
1

Raise Student Achievement - Every student will enhance his or her literacy, numeracy and critical thinking skills to the best of his or her ability, which will be grown by competent, caring and committed professionals, and result in the highest possible achievement for each pupil.

Strategic projects / initiatives to support the Focus:	Lead	Monitoring Strategy		
		Measures of Success:	Timeline (Year)	(Comments / Notes / Update):
Guided by the School Effectiveness Framework, staff will utilize the Board Improvement Plan to inform the goal-setting, planning, implementation and assessment of high yield literacy, numeracy, pathways and community, culture and caring strategies directly related to student achievement, engagement and well-being.	Director, Superintendents SEF leads, Program Team, Ministry of Education and LNS Staff	<p>The BIP will be reviewed at each Program Team Meeting to assess for progress</p> <p>Principals will be consulted prior to development of the final draft of the BIP</p> <p>The Program Team will prepare a report on the BIP for the Ministry of Education's/LNS's mid-Year Progress Report</p> <p>The Program Team will prepare a report on the BIP for the Ministry of Education's/LNS's year-end conversation</p> <p>Supervisory Officer school visits utilizing BIP lens as one assessment tool</p> <p>BIP will be utilized by schools in the preparation of SIPs</p>	<p>Annually Sept. to June 2012</p> <p>January, 2011, 2012</p> <p>June, 2011, 2012</p> <p>January, February, 2009., 2010, 2011</p> <p>Sept, Oct, 2009, 2010, 2011</p>	

<p>Guided by the School Effectiveness Framework and BIP, staff will develop and implement a “Phase 1” secondary Board Improvement Plan focused on cross-curricular literacy, numeracy and critical thinking skills</p>	<p>Superintendents Secondary Team, SEF leads, Program Team</p>	<p>The secondary BIP discussion/process initiated at a August 26th Program Team meeting and September 17th program leaders’ meeting</p> <p>Collaborative development of secondary BIP, including SMART goals, needs assessment based on –in school and EQAO data</p> <p>Whole-school implementation, dialogue and collaborative learning around goals and strategies for improved student achievement utilizing d.i. strategies, Learning for All</p> <p>Initial district review of one secondary school</p> <p>The Secondary Team will collaborate on the Mid-Year Progress report</p> <p>The Secondary Team will collaborate on the year-end conversation report</p>	<p>August-September 2011</p> <p>November 2011</p> <p>March 2012</p> <p>Fall of 2011 TBA 2012</p> <p>Fall 2011 TBA 2012</p>	
<p>Guided by the <i>Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, 2010</i> document, RCCDSB assessment, evaluation and reporting practices will be reviewed to ensure alignment with the Ministry</p>	<p>Director, Superintendents GS Lead Program team, IT Team</p>	<p>Establishment of 7-12 working group to review and revise board-wide practice on plagiarism and missing/late assignments to align with Growing Success</p> <p>Establishment of working group to generate board-wide consistency in the use of the new Progress Report</p> <p>Communication of key features of Growing Success to leadership team and subsequently to all instructional staff</p> <p>School-level communication /in-servicing of new report card and Progress Reports</p> <p>Review of <i>Growing Success</i>/ Board practice alignment</p>	<p>August, 2010</p> <p>August, 2010 to ongoing</p> <p>September, 2010 – ongoing</p> <p>October, 2010</p> <p>May 2012</p>	
<p>Utilizing the 5 Core Capacities and the Catholic Leadership Framework of the Ontario Leadership Strategy, the board will continue to build the instructional capacity of principals for the purpose of improved student achievement</p>	<p>Director Superintendents</p>	<p>Continue implementation of the principal/vice-principal appraisal model</p> <p>Support mentoring and coaching for Newly Appointed Leaders team and establishment of priorities for 2011=2012</p> <p>Establish “Aspiring Leader” workshops in conjunction with provincial Succession Planning and Talent Development Initiative</p> <p>Senior admin will enhance “succession planning” for school leadership positions—Provide support for aspiring leaders</p>	<p>September, 2011 – June 2012</p> <p>September, 2011</p> <p>2012—TBA</p> <p>March, 2011 March, 2011</p>	<p>Selec of principals/vp’s for year 2 appraisal based on criteria/volunteers</p>

Strategic Plan 2009 – 2012 LIFE-LONG LEARNING

OUR VISION : On the journey as life-long learners, and in a spirit of freedom, affirmation and celebration today, we strive to nurture the giftedness, self-worth and potential of each individual.

PRORITY
STATEMENT
2

***Closing the Gap* - Every individual, regardless of need, learning style, gender or personal situation will be supported and challenged to succeed in a learning environment that seeks to foster precision and personalization of program.**

Strategic projects / initiatives to support the Focus:	Lead	Monitoring Strategy		
		Measures of Success:	Timeline (Year)	(Comments / Notes / Update):
Aligned with the Board Improvement Plan, <i>Learning for All</i> strategies will be fully extended to grades 7-12 to provide instructional staff with more tools to serve all pupils in a diverse classroom	Superintendents	Review of key components of the <i>Learning For All</i> draft document at the September 17 th Program Leaders' day	September, 2010	
	Spec. Ed. Co-ordinators	Survey of secondary staff awareness/knowledge/ incorporation of differentiated instruction and assessment for learning strategies as part of School Effectiveness self-assessment	November, 2010	
Aligned with the <i>Student Support Leadership Initiative</i> , further capacity building to enhance instructional staff knowledge of dealing with pupil mental health issues will occur	Superintendents Safe Schools Coordinator SAC's, Phoenix Centre partner	Further communication with principals/vice-principals and other key school personnel of the "Community Connections" resource guide which articulates available community resources to deal with mental health	September, 2010 – on-going	
		Phased-in exploration and provision of collaborative professional development on mental health in the classroom for instructional staff	September 2010 to June 2012	
Implementation of the provincial Secondary School Leavers Initiative and continuation of student success initiative	Superintendents Secondary Mgmt Team	Staff will be hired to re-engage pupils as per ministry funding	October, 2010	Utilization of funding to engage leavers, collaboration with SAC's on engagement

<p>Completion and implementation of the Alternative Expectations assessment and evaluation work for students not accessing the provincial curriculum</p>	<p>Special Education Special Assignment Teacher</p>	<p>SERTs will be introduced to this document at the September 16th in-service</p> <p>Further training and capacity-building with SERTs</p>	<p>September, 2010- ongoing</p>	<p>SERT Training on new IEP's and ABA supports in 2011-2012</p>
<p>IEP Follow-up from provincial ministry review</p>		<p>SERTs will be provided feedback based on the provincial review at the September in-service</p> <p>Participation in and contribution to Ministry of Education special education funding sector discussions to:</p> <ul style="list-style-type: none"> Share current practices of effective and efficient use of funding to support special education program and service delivery that resulted in improved student achievement and well-being Identify challenges and issues around utilization and allocation of special education funding Provide suggestions and recommendations to the ministry on how to improve the special education funding formula in 2011-2012 and future years 	<p>September, 2010</p> <p>March 2011</p> <p>October, 2010</p>	
<p>Ongoing implementation of Special Education Review recommendations (link Spec Ed Review)</p>		<p>A review of SEA processes, funding, and impact of technology on student outcomes and achievement will occur in the 2010-2011 school year</p> <p>Re-convening of special education focus group to discuss educational assistants' role in supporting student achievement</p> <p>Continue the ongoing refinement of data on special needs pupils to assess performance and needs and require schools to incorporate this data into improvement planning</p>	<p>September 2010 – ongoing</p> <p>January, 2011</p>	
<p>Board-wide focus on learning disabilities exceptionality</p>	<p>Special Education Coordinators</p>	<p>RCCDSB SERTs will capacity build in the area of learning disabilities and their varieties, with a specific focus on reading strategies</p> <p>RCCDSSB SERTs will work with classroom teachers to incorporate strategies into the classroom</p>	<p>December, 2010 to ongoing</p>	<p>This exceptionality accounts for the highest numbers of identified pupils in our board.</p>
<p>Guided by the Board Improvement Plan, the board will continue collaborative approaches to build PLC networks for special education teachers, educational assistants and classroom teachers</p>	<p>Super-Intendents</p> <p>Principals</p>	<p>Convening of the special education team on September 16th for in-service on special education foci for 2010-2011</p> <p>Collaboration with COPE on the delivery of effective professional development for support staff</p> <p>All SERTs trained on Word Q</p>	<p>November, 2010</p> <p>2011-2012</p>	

Strategic Plan 2009 – 2012 LIFE-LONG LEARNING

OUR VISION : On the journey as life-long learners, in a spirit of freedom, affirmation and celebration today, we strive to enhance relationships among members of the home, school, parish and extended community.

Priority
Statement
3

Build Public Confidence - Supporters of our Catholic schools and the wider community have the right to know that our schools are places of learning and communities of faith.

Strategic projects / initiatives to support the Focus:	Lead	Monitoring Strategy		
		Measures of Success:	Timeline (Year)	(Comments / Notes / Update):
A Director's Annual report will be published yearly outlining the accomplishments of the board in a number of key areas.	Director of Education	Publication of annual report	December of 2009, 2010, 2011	
Guided by the BIP, School Improvement Plans will include reporting and monitoring processes for achievement and other relevant data.	Principals Program Team	Sharing of EQAO results with School Councils and through newsletters	Ongoing	
Enhance system-level parent and engagement involvement through the establishment of a PIC	Director of Education	Move from SACIC format to PIC	Fall of 2010	
Enhance system-level pupil involvement and engagement involvement through the establishment of a Student Senate	Superintendents Student Trustees	Review format/structure of student senate with area school boards Student senate meeting	2011-Ongoing	
Undertake <i>Learning Bar</i> Survey to assess student safety and engagement	Student Success Leader Safe Schools Teacher	Will also be highlighted in BIP	Fall/winter of 2010	
Guided by the District IT Strategic Plan, a technology Infrastructure is implemented to enable effective teaching and learning in the 21st Century.	IT Manager in collaboration with School Principals / Vice Principals	School technology infrastructure improvement plan is implemented. District Wide infrastructure improvement plan is implemented.	2010—2012	

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.....to claim our role as global stewards cherishing the environment and all life in it.

PRIORITY 1

Live an environmentally responsible lifestyle that minimizes our ecological footprint

STEWARDSHIP and SUSTAINABILITY

PRIORITY 2

Strive for professional growth, wellness and fulfillment.

PRIORITY 3

Seek effectiveness and efficiency in our operations

CATHOLIC DISTRICT SCHOOL BOARD

499 Pembroke St. West, Pembroke, Ont., K8A 5P1

Strategic Plan 2009 – 2012 STEWARDSHIP and SUSTAINABILITY

OUR VISION : On the journey as life-long learners, and open to mystery and endless discovery in the Lord, we are called to claim our role as global stewards cherishing the environment and all life in it.

Priority Statement
1

Live an environmentally responsible lifestyle that minimizes our ecological footprint - Through the delivery of the classroom curriculum and in board operations, we seek to be stewards of God's creation.

Strategic projects / initiatives to support the Focus:	Lead	Monitoring Strategy		
		Measures of Success:	Timeline (Year)	(Comments / Notes / Update):
Environmental Education Strategy	Supt. Ed. K Dupis-Sharpe	Trustees support and endorse policy for Environmental Education.	Fall 2010	KDS Follow up
Outdoor Education Centre for Renfrew County / Ministry of Natural Resources Stewardship Program	Supt. Ed. K Dupuis-Sharpe	RCCDSB support project through assigning Board representation on this committee.	2010-2011	OEC will be a 5 to 15 year project. The representative will be requested to complete some educational research for this endeavor.
Solar Energy Photovoltaic Projects: BSCHS / St. Joseph's HS / Our Lady of Sorrows CS / Our Lady of Lourdes CS	Carole & Wayne Campbell / Ivan Johnson / Principals	The production of solar electrical energy sold to Pembroke Hydro, Hydro One and Renfrew Hydro at a fixed cost per KW.	2010-2012	All schools are producing electricity for the electrical grid. System data on-line provides measurement of success and comparative data for students and staff.
RCCDSB Stewardship Steering Committee	Supt. Ed. K Dupuis-Sharpe	Representatives from all working groups (Senior administration / principals / teachers / educational consultants / managers etc.) will attend scheduled meetings to share information and set recommendations for Board action.	2010-2011	This committee will meet a maximum of three times per school year. Nine recommendations were put forth following the May 27 th 2010 meeting.
Stewardship/ Environmental Education initiatives included in School Improvement Plans.	School Principals	Schools will build on already existing stewardship / environmental initiatives as a support to the classroom curriculum and to the community.	Fall 2010	Principals may explore / incorporate recommendations from the May 27 th RCCDSB Stewardship Steering Committee.

Strategic projects / initiatives to support the Focus:	Lead	Monitoring Strategy		
		Measures of Success:	Timeline (Year)	(Comments / Notes / Update):
Energy Management	Plant Mgr.	Implementation of various energy saving projects in the Boards schools, including energy efficient lighting, building automation systems, heating and ventilation upgrades, etc. will be completed this fall	2009-2012	Energy Services Company (Trane) has contractors working in schools to finish mechanical upgrades and connect schools to a central Building Automation System.
Energy Efficient Lamp Program	R. Rivard	Retrofit of energy efficient lamps with next generation reduce lighting costs another 20%		Lamps installed in most schools that have and had high efficiency lamp upgrades.
Energy Incentives	R. Rivard	Grants available for energy efficiency projects. Once projects complete and invoiced, funding is sent to Board.		Applications submitted and approved.

Strategic Plan 2009 – 2012 STEWARDSHIP and SUSTAINABILITY

OUR VISION : On the journey as life-long learners, and open to mystery and endless discovery in the Lord, we are called to claim our role as global stewards cherishing the environment and all life in it.

Priority Statement
2

***Strive for professional growth, wellness and fulfillment* - Personal human stewardship of self and others is necessary if we are to also care for God's creation.**

Strategic projects / initiatives to support the Focus:	Lead	Monitoring Strategy		
		Measures of Success:	Timeline (Year)	(Comments / Notes / Update):
HUMAN RESOURCES				
Support Staff Training & Development	HR Manager Supt. Of Ed.	Staff development on PD days for School Secretaries and EA; PD specific for Caretakers and IT; participate in regional initiatives	2009-2010	Aug 2010- PD x 2 in 2010/11; COPE rep on regional planning committee; staff encouraged to attend regional PD
		Support COPE in PD for Cope employees; Provide & promote opportunities for staff to attend regional programs; on-line; Align support services training needs with Board's Strategic Plan & Ministry Initiatives	2010-2011	
		Develop training modules to meet HR initiatives; automate record keeping of all Board Staff training and development	2011-2012	
	H.R. will develop succession planning strategies for school and system support positions	2011-2012		
	IT Manager	Develop and implement a training plan for school based secretaries with respect to Data Management (i.e. Maplewood Enterprise and OnSIS).	2011—2012	
IT Manager	Develop and implement a training plan for teachers in the area of instructional technology.	2011—2012		

FINANCIAL RESOURCES

Promote sustainable work environments.	Supt. Of Bus.	<ul style="list-style-type: none"> • Review workload of staff • Reassignment of work duties Replacement of Contract Staff with Full-time Staff 	2009-2010	
		<ul style="list-style-type: none"> • Promote professional development through provincial and regional associations 	2010-2012	

PLANT and OPERATIONS RESOURCES

Health and Safety and Life Safety	K. Jones, R. Rivard.	<p>Electrical Safety Inspection Program, Fire Evacuation Plans, Evacuation plan--499 Administration, Evacuation plan--999 Administration, Safety --Utility plans, MSDS Manuals (custodial and Science chemicals/ shop paints etc), Water Information binders—Wells, Water Information—Lead, Microfibre cloth--Green Clean, Microfibre dusters--Green Clean, Green Clean Program,</p>	2009-2012	Most plans complete, MSDS for 999 in progress, Bishop Smith to trial microfibre cloth this year for Green Clean
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Strategic Plan 2009 – 2012 STEWARDSHIP and SUSTAINABILITY

OUR VISION : On the journey as life-long learners, and open to mystery and endless discovery in the Lord, we are called to claim our role as global stewards cherishing the environment and all life in it.

Priority
Statement
3

***Seek effectiveness and efficiency in our operations* - When we seek efficiency and effectiveness in our operations, we are by extension minimizing waste and building confidence that our resources are directed to the classroom.**

HUMAN RESOURCES

Human Resources Organization	Marian	HR staff all non-unionized	2009-2010	Update: Aug 2001-All HR are now non-union
Realign HR Assistants' responsibilities		Realign HR Assistants as Generalists once integrated HR/ Payroll system in place	2011-2012	
		Revise JD to cover both HR Assistants and update Managers	2009-2010	
		Provide support for HR assistant to obtain CHRP designation; investigate options for 1 HR Assistant to upgrade HR skills	2009-2010	HR assistant writing CHRP exams in Oct 2010
		Update HR Organization Chart and post on Board website; communicate changes board-wide	2009-2010	
Update HR policies & procedures	HR Team/ Supt. Of Ed. Principals	Revise current HR policies; update procedure manual	2009-2010	
		Update procedure manual to coincide with HRIS and automated call-in implementation	2011-2012	

Human Resources Management: Centralize Recruitment & hiring functions	HR Team Supt. Of Ed. Principals	Centralize applications for all posted positions in HR; Central hiring of OT	2009-2010	
		Centralize applications and hiring of casual COPE & CUPE employees	2011-2012	
Implement Integrated HRIS System	HR Manager Supt. Of Bus. Supt. Of Ed. IT Manager	Hire Project Lead; review options for integrated HR/Payroll systems; develop plan to implement integrated HR/Payroll system	2009-2010	All teaching applications received in HR; developed and implemented reference tool for new teaching hires;co-ordinated hiring for new OT's, LTO's,teachers and COPE employees
Automate Application Process for OECTA, COPE and CUPE employees		Obtain Board approval to implement integrated HR/Payroll system; Implement Payroll then HR modules	2010-2011	
Evaluation Process		Complete implementation of HR Modules	2011-2012	Aug-2010: Advertised for Project lead; s site visits completed by potential suppliers
	HR, Admin Council and Principals	Automate application process for new and current Occ Teachers	2009-2010	All current OT's registered with 3rd party provider, Apply to Education (ATE); trial of LTO postings with ATE; all LTO postings managed through ATE;all new OT's hired through ATE; perm teachers are being registered on ATE; postings ready to start Sept 2010
		Automate application process perm teachers, COPE employees	2010-2011	
		Automate application process for remaining classifications implemented	2011-2012	
Enhance HR's website presence-Leave form on website; HR-Q & A; identify HR contacts & responsibilities	HR, Payroll, Benefits	Develop OT Evaluation Process with OT OECTA unit; trial evaluation tool	2009-2010	
		Trial OT evaluation process with all new OT hired	2010-2011	
		Revise OT evaluation process and documents	2011-2012	
		To be on Board website-Leave form;HR organization Chart; HR contact info; Frequently Asked HR,Payroll & Benefits Questions	2009-2012	Aug 2010-Leave form & HR contact info on website;HR org chart & FAQ to be on website by Sept 2010

FINANCIAL RESOURCES

Ensure the alignment of practices and processes.	Supt. of Bus.	<ul style="list-style-type: none"> • Undertake a gap analysis of Accounting Practices with Ministry Operational Review Document • Board Policy review and update for “best” business practices • Complete Benefit Audit and prepare for Benefit Tender • Incorporate Transportation Consortium • Align capital expenditures with financial resources • Implement recommendations from Ministry Operational Review • Complete Board Policy review and update for “best” business practices • Implementation of Group Benefit Tender • Prepare for follow up Ministry E & E Transportation review 	<p>2009-2010</p> <p>2010-2011</p> <p>2011-2012</p>	
Expand the use of information technology	IT Manager / Supt. of Bus.	<ul style="list-style-type: none"> • Email access for all staff • Electronic transfer of funds for accounts payable— vendors/expense claims • Electronic pay stubs • Enhancing BAS system: A/R module and WIS 	<p>2011 -2012</p> <p>2010-2011</p>	

PLANT and OPERATIONS RESOURCES

Online CUS application process for the public wanting to use Board's space	Linda Arsenault	Inputed all information and continuing to add more to have program online	2009-2012	System implemented. Plan to add credit card payment on-line.
Bishop Smith CHS School Improvement Plan	Ivan Johnson	Roadway and parking renewal Front entrance upgrade	2009-2012	Project for resurfacing and replacing deficient asphalt around the school along with a new sidewalk along the Carmody Street access completed. Plan to upgrade front entrance and reception/office area.
St. Francis of Assisi Catholic School Project	Ivan Johnson	New school opening	2009-2012	Project proceeding slowly due to winter weather, shortage of trades and coordination with Leeder Lane