

**2013-2014
Board Strategic Plan
&
Accompanying
Work Plans**





STRATEGIC PLAN OF THE BOARD

2013-2017

1. Preamble to the Strategic Plan

The North East Board of Education has established this four year strategic plan as a major component of its governance policies and leadership vision. It is intended that this plan will provide a flexible blueprint to direct the activities of the Board in its mandate as an elected board of education.

2. Vision Statement

Our vision is education in a culture of excellence.

3. Mission Statement

Our mission is to ensure every student has the opportunity to succeed.

4. Guiding Principles

Success in the North East School Division is achieved through the following shared values.

Commitment to Be your Best

We are committed to the pursuit of excellence and the achievement of one's personal best.

Responsible

We are committed to individual and organizational accountability.

Inclusive

We are committed to a culture of mutual respect which is responsive to the diversity among people.

Cooperative

We are committed to collaborative relationships fostered by open communications.

Ethical

We are committed to conducting ourselves with integrity and compassion.

5. Goals to Achieve the Vision/Mission

Our school division goals are:

1. Our students are provided high quality curriculum, instruction, and assessment responsive to individual needs.
2. Our school division and its schools report continuous improvement using research based practices and data informed evidence.
3. Our students and staff are accommodated to support their learning in the 21st century.
4. Our school division maintains a positive "North East" culture through the respectful engagement of our primary stakeholders to support the goals of the education system.

Director of Education – Don Rempel

The Board's Strategic Plan

The Board has renewed the vision, mission, guiding principles and goals of the strategic plan 2013-2017. As you know all of our school level (LIPs) and system level continuous improvement plans are aligned with the Board's four year strategic plan and provincial priorities.

The Board is currently working with senior management on a performance management strategy and developing key performance measures to monitor the actualization of the strategic plan. The school improvement planning software will be updated so that Learning Improvement actions and strategies will align and be reported through Skovision.

School Community Councils 2013-2014

The Board has allocated an enhanced amount to each SCC, which doubles its operating grant for 2013-2014. The purpose of the increased grant is to support parent engagement and communication with the school and to support the Learning Improvement Plan. The funds must be accounted for within the financial report that the SCC provides the school division annually. The SCC annual work plan for next year is included as an attachment.

Positives & Even Better Ifs....

Thank you for the time that teaching staff provided me this winter to engage in a reflection around our mission and to determine our NESD *Positives & EBIs*. The Board found this information useful as a summary of teacher views in renewal of the strategic plan. I have attached the summary of themes and hope that can work together as Executive Council and Administrative Council to build on our positives and to make things even better in the NESD. The summary of themes is included as an attachment.

August 30 Division In-service Day

We would like to try a blended model in the fall which will allow a majority of staff to work out of schools. The Director's address and welcome from the Board, NETA, and CUPE will be followed by a mandatory Occupational Health and Safety training session broadcast from the Tisdale RecPlex to school sites from 9:30 – 11:30 a.m. The administrative assistants and bus drivers will still be meeting as a group in Tisdale. School based staff will use the remainder of this day for planning around culture, climate and school environment. A suggested list of activities will be provided to principals.

School Improvement Planning & Collaboration

Our school division staff values opportunities to collaborate with your school based staff on School Improvement Planning. Plans are largely finalized for the August 29 SIP day, but for the remaining 2.5 SIP days in 2013-2014 we would like to coordinate opportunities for support and collaboration with division staff. Principals are asked to submit to your superintendent, before June 13th, an outline of your plans for the October 15, January 31 and May 20 SIP days.

Executive Council Feedback 2013

At the end of our meeting, I ask that principals and vice principals sit together to complete the feedback form to Executive Council. Please remember to circle who your Superintendent of Schools is when completing the feedback form and return the completed form directly to me. This information is shared with Executive Council, your school superintendent feedback will be viewed only by your superintendent and myself.

Superintendent of Schools – Rob McKay

Area: Technology	
Action	
1	<ul style="list-style-type: none"> IT Organizational Restructure
2	Protocols developed for the following: <ul style="list-style-type: none"> IT User Account Management IT Security Devices Hardware Vetting Filtering
3	<ul style="list-style-type: none"> Addition of 25 laptops to each of LP Miller, TMSS, and MUCC
4	<ul style="list-style-type: none"> Replace the remaining Library Computers (14)
5	<ul style="list-style-type: none"> Software vetting protocol developed – With Thad no longer in the NESD next year a new vetting process for software will be developed.
6	<ul style="list-style-type: none"> Support the continued integration of Maplewood, SDS, StudentsAchieve, TPM, Navision, Destiny Library, etc. through the NESD Helpdesk
7	<ul style="list-style-type: none"> Renewal of Tech Reference Committee – A new Tech Reference Committee will be formed to aid in IT direction. Individuals will be contacted for participation.

Area: Data Systems	
Action	
1	<ul style="list-style-type: none"> Skopus implementation – Training for principals and VP's will likely occur in November.

Area: FNM	
Action	
1	<ul style="list-style-type: none"> Continued meeting with Partnership working Committee
2	<ul style="list-style-type: none"> Refinement of 3 (2013-2016) year FNMI Plan – Focus on FNM student's achievement.
3	<ul style="list-style-type: none"> Continue to provide educational opportunities to Kin students.

Area: Online School

Action

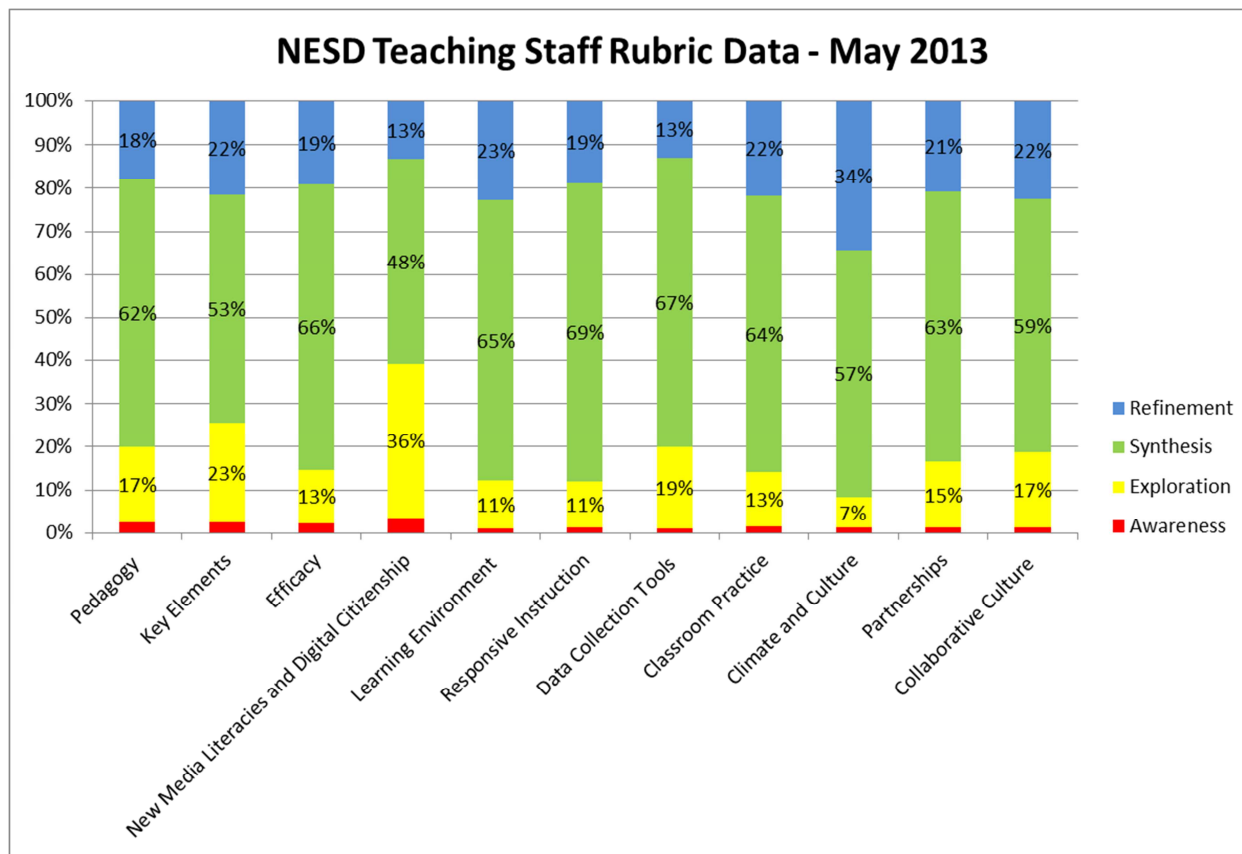
1	<ul style="list-style-type: none">Continue the expansion of the NESD Online Virtual School
2	<ul style="list-style-type: none">Expansion of Math Campus at MUCC
3	<ul style="list-style-type: none">Employ a teacher to develop and deliver Personal Finance 30 and Science 10
4	<ul style="list-style-type: none">Continue shift to Centralized delivery model. Final year of synchronous delivery with face to face classroom in front of teacher. Dedicated Synchronous delivery to Online students.

Area: Career and Guidance

Action

1	<ul style="list-style-type: none">Update of Career manual
2	<ul style="list-style-type: none">Career Fair – Continued support of March Grade 11 career fair in Melfort.
3	<ul style="list-style-type: none">Continued tracking of graduating students
4	<ul style="list-style-type: none">Career Cruising central support. 3 year agreement signed.
5	<ul style="list-style-type: none">Development of dual credit and certification programs and partnerships

Superintendent of Schools – John Casavant



The above chart identifies the tremendous growth in our system over the past three years. It is the NESD Goal to have 80% of our teachers at Synthesis by June, 2017.

CIA Priorities

- Increase the level of support to our teachers in their daily instructional delivery (CIA) and their ability to fulfill RtI. This will be done by increasing the capacity with our Learning Consultants/Digital Learning Consultants and our Administrators, which should also support both schools and their teachers to reach Synthesis on the NESD Rubric.
- Provide Collegial planning days for first year teachers to work with Coordinators/Consultants/Mentors in their planning and instructional delivery.
- Resource purchasing to support new curriculums - Core Resources will continue to be purchased centrally to ensure common resources throughout the NESD. This year we plan to purchase resources for the following new curriculums: PE 20 & 30, Math 11 & 21, SS 9, Science 10 & 20's and Calculus.
- Develop awareness across the NESD about the Ministry Student Achievement agenda and Assessment schedule and to develop supports for our students and teachers.

Practical and Applied Arts

There will be \$65,000.00 budgeted for our high schools to repair or replace existing PAA equipment valued at \$250 or more. Principals must submit their prioritized lists by September 30th.

Student Activities (Athletics/Student Leadership) Priorities

- Utilize the NESD Athletics Commissioner (Cory Schmaltz) to schedule all NESD league play, coordinate SHSAA activities, provide mentorship to new athletic directors, and to be the first point of contact when NESD athletic issues arise.
- Ensure that yearly Official Clinics are delivered within the NESD.
- Dignity Fund established for student athletes requiring financial assistance.
- All NESD League, Provincial, Regional and Conference expenses (Hotels and Mileage) will be coordinated and paid for centrally.
- NESSAC will be supported by NESD Athletics Commissioner.
- NESD League officials to be paid for centrally.
- Sask Sport 3 hour online course to be completed by all NESD coaches prior to June 30th, 2014.
- Provincial Leadership Conference coordinated and sponsored by the NESD (2 Charter bus, T-shirts for all NESD participants and 13 subs for the 13 teacher advisors).
- Coordinate all NESD WE Day activities and to pay for Professional Development for our teachers attending the WE Day event.

Superintendent of Schools – Eric Hufnagel

Student Services, Integrated Services and Early Learning

Early Learning

New Prekindergarten

Central Park will be the host of a NEW Prekindergarten program this fall. This brings Central Park up to four programs and the NESD to a total of nine.

Essential Learning Experiences Grade Book (Prekindergarten)

The prekindergarten teachers will be using the StudentsAchieve grade book in the 2013-14 school year. The teachers will be trained on October 30th. The grade book will include assessment data which will include documentation (i.e., photos, videos, exemplars). This grade book format will only be piloted with the prekindergarten teachers.

ECERS

ECERS-R will be administered in the following Prekindergarten and Kindergarten classrooms in the spring of 2014 and 2015.

PREKINDERGARTEN		Kindergarten	
<i>Central Park PK new</i>	<i>Stewart Hawke PK</i>	<i>William Mason K</i>	<i>Arborfield K</i>
<i>Maude Burke PK</i>	<i>TES PK</i>	<i>Gronlid K</i>	<i>TES Red K</i>
		<i>White Fox K</i>	<i>TES Blue K</i>
		<i>Bjorkdale K</i>	<i>Maude Burke K</i>
		<i>Star City K</i>	<i>Reynolds K</i>

EYE-DA (Prekindergarten)

Early Years Evaluation – Direct Assessment (DA) will be completed October 16-November 6 for four year old prekindergarten students entering Kindergarten in the fall of 2014. If there are any Prekindergarten teachers who have not received training, Reanne will do onsite training with the teacher in September. This is a one-to-one 45 minute direct assessment with the student. The data from this evaluation will be shared with parents at the Student Led Conferences in November. **Code the sub coverage to 806-411 “Assessment Coverage”.**

EYE-TA (Kindergarten)

Early Years Evaluation – Teacher Assessment (TA) will be completed between October 16 -November 6 for all Kindergarten students. This assessment is administered through an observation and checklist format. **Training for the EYE-TA will be on September 16, 2013.** The data from the evaluation will be shared with parents at the Student Led Conferences in November.

EDI (Kindergarten)

At this point the Early Development Instrument will be administered in the spring of 2014 by all Kindergarten teachers. Teachers new to administering the EDI will receive webinar training in February/March. Code the sub coverage to 806-411 “Assessment Coverage”.

Help Me Tell My Story (Prekindergarten and Kindergarten – Stewart Hawke School)

The Help Me Tell My Story assessment uses a new, holistic approach to assessment that measures oral language development. This assessment will be administered at Stewart Hawke school with Prekindergarten and Kindergarten children. The Prekindergarten and Kindergarten Teacher will be trained in September (TBA). This assessment will be administered through a family engagement event in November. Data surveys will also be collected by teachers, caregivers, and Elders at this event. For further information on this assessment see: www.holisticassessment.gov.sk.ca

AHA Numeracy (Grade 1 – Central Park School)

The Aboriginal Holistic Assessment in Math is a holistic assessment that measures mathematical processes. It will be **piloted** at Central Park School with the grade 1 students. Grade 1 teachers at Central Park school will be trained in October (date TBA) and the assessment will be administered in later November. Data is collected from teachers, caregivers and Elders through a survey that is also completed in November.

RAD (Grades 1-6)

Grades 1-6 will administer the Reading Assessment District. Grade 6 ELA teachers and Grade 1-5 teachers new to administering the RAD will be trained on September 19, 2013.

If Grade 1-3 teachers require sub coverage for administering the one-to-one aspect of the RAD assessment, please contact Reanne by September 30th for the Initial Assessment and April 30th by the Final Assessment. Please code the sub coverage to 806-411 "Assessment Coverage".

RAD Initial Assessments - Due October 11, 2013

RAD Final Assessment - Due May 9, 2014

Diagnostic Levelled Reading Data Collection (Grades 1-3)

Grade 1 -3 teachers will be required to enter diagnostic reading levels to the Ministry of Education Student Data System (SDS) by **January 24, 2014** and **June 20, 2014**. The NESD has their books levelled in correlation to the Northern Lights School Division. Supports for diagnosing reading levels can be found on Curriculum Corner > Resources (top menu)> Levelled Reading> Grades 1-3 Diagnostic Supports.

Eye See I Learn

The NESD will partner with the Saskatchewan Association of Optometrists and Ministry of Health to participate in the ESEL program. This is a program to encourage families to send their children for eye examinations. The ESEL will send materials to Prekindergarten - grade 1 teachers to distribute to children and families this fall. From participating in this program last year, the province increased the number of eye examinations of age 5 children by 14%!

Student Support Services

PBIS Monitoring Checklist

This monitoring checklist will be completed twice per year at each school. Please book time at your October and May SIP Days to attend to this. Actions and strategies re: areas that are yet to be "achieved" will be entered into Skovision and monitored as such. You will find a Microsoft Word version of this checklist attached to this report.

Rtl and PBIS

Tom Schimmer will provide support to our school division again next year as we continue on our Rtl/PBIS journey.

October 28, 2013 – Members of Climate Teams will be invited back for additional training and support

*** SSS has budgeted for a maximum of 2 subs/school for this day.**

*** Subs should be coded to 1-2-12-115-148- 806-603**

October 29, 2013 – General session open to any teacher

Student Services will be monitoring PBIS implementation and specifically focusing on data regarding PBIS outcomes from the behavior matrices.

Student Services will divisionally develop Skovision actions and strategies to ensure consistency for all schools regarding implementation and refinement of school wide behavior matrices.

Counseling Consultants

We will continue to have six full time Counseling Consultant positions in NESD. Staffing for service areas will be provided at the admin meeting. Counselors and DLC's will provide support for teachers in promoting digital citizenship through an online resource and school specific support.

Storefront Facilities

As of the fall of 2013, Melfort Storefront will be integrated into MUCC. Since all three storefronts now exist within the walls of high schools – we are looking at changing their identity to more accurately reflect the services they provide. *“Blended Learning Environments”* is the new terminology we are considering.

Outreach Services

Starting in the fall of 2013, we will divisionally deploy Outreach workers. Attached is an outline of the service areas. If your school is not on the list and you feel that you require additional support to actualize community education programming, please speak to Theresa about options. Student Services plans to provide mentoring support to schools so that they can fully participate in community education initiatives.

TTFM Survey

Student services will be reviewing the TTFM data collected in order to develop a proactive plan that will improve our Safe Schools initiative.

Learning Consultants

In addition to their defined roles, each Learning Consultant will have an area of focus:

- Tracy Dickie – teaching high school students with diverse needs
- Christina Janzen – students with intense needs and special education
- Raylene Taylor – early childhood education
- Stephanie Pipke-Painchaud – utilizing digital learning with all students

Rtl Meetings

School teams have been very welcoming to all Student Support Services personnel when planning Rtl Team Meetings. Although it is important to have all necessary team members present whenever possible, we recognize that our SSS professionals provide more specialized services at the Tier 2 and 3 levels. School teams are encouraged to utilize in-school resources such as the DET, DIF, and other supports available from within the school team, especially at the Tier 1 level. We will continue to encourage SSS personnel to prioritize and attend Rtl meetings when appropriate.

Co teaching Learning Community

Administrators will be provided with a startup package for fall and we are excited as we begin this new phase of quality curriculum planning, delivery and assessment. Please remember, submit co teaching pairs to your superintendent and Eric **on or before June 3rd** reflecting subject being co-taught as well as the duration of the partnership. (Semester 1, 2 or all year)

TinyEYE

We are decreasing our contract time with TinyEYE for the 2013-14 school year. The SLP professional assigned to your building will continue to work collaboratively with TinyEYE to provide services for students.

Student Support Services Personnel

SSS personnel will focus on authentic parent engagement and outside agency collaboration during the 2013-14 school year.

SERVICE AREAS FOR OUTREACH WORKERS
Central Deployment
2013-2014

SCHOOL ASSIGNMENTS	OUTREACH WORKERS	OFFICE LOCATION	CONTACT NUMBERS
LP Miller Central Park Wagner William Mason Carrot River Elementary White Fox Arborfield	Mike Hidlebaugh	LP Miller	862-1690 (cell)
	Melissa Sisson	Wagner	862-5434 862-1665 (cell)
	Carmella Hood	Central Park	862-5303 862-7049 (cell)
	TBA	LP Miller	
Maude Burke MUCC Brunswick Reynolds Gronlid	Naomi Lang	Reynolds	752-2525 921-7141 (cell)
	Brandi Moskal	Maude Burke	752-2391 921-7277 (cell)
	Donna St. Dennis	MUCC	921-6131 (cell)
TMSS TES Star City	Heather Williamson	TMSS	873-3166 852-7373
	TBA	TES	
HBCH Stewart Hawke PPCS	DA Kostiew	HBCH	865-2267 865-9383 (cell)

Superintendent of Business Admin – Rosie Ottenbreit

Finance

Restructuring

One Supervisor position has been eliminated in the Business Administration area through attrition. The decision was made not to replace the Supervisor of Transportation and the supervision of the transportation department has been added to Tanya Spence's responsibilities. Her time will be split between the Transportation office and the Melfort office. The financial services department has also not replaced a vacant Accounting Clerk position. To support Tanya with these additional responsibilities some supports will be provided by other existing staff and this will be monitored and evaluated over the next year to determine if we have the appropriate staffing levels to operate the two departments effectively.

Tanya's contact information is:

Telephone:	Melfort (306)752-1211	Tisdale (306)873-2642
Fax:	Melfort (306)752-1933	Tisdale (306)873-8595
Cell:	(306)873-0101	

Policy Review

Due to changes in accounting guidelines and to clarify procedures, Module 7 of the Administrative Policies and Procedures will be updated over the next year. The areas that will directly affect schools will be #703 Inventory Management and #706 Purchasing. Changes to Administrative Policy #903 – Community Use of Facilities will also be finalized.

Financial Services

Streamlining of the budget process through the use of software will be investigated.

Purchasing Policy Review – implementation 13 – 14

School Generated Funds Budget Process to be implemented for 14 – 15

Vendor's to be paid by Electronic Funds Transfer

Active Directory implementation plan of IT will affect the current username/password structure currently used to access the Navision Web portal.

Decentralized Budgets

The decentralized budgets carryovers will be finalized with year-end and then added to the academic supplies budget line.

The carryover values will be analyzed in light of efficient use of resources and a guideline **may** be developed for future years (Example: Expectations may be set that carryover would be within certain +/- %age of budget. Anything outside of that range may need to be approved).

School Generated Funds

Schools must track all funds raised by project code, ensuring integrity of fundraisers are upheld and are within policy guidelines (Administrative Procedures # 421). Unallocated SBF project code balances need to be spent on what the intended purpose was when the funds were collected or reallocated to a project code that signifies what they will be spent on. Superintendents and the Internal Auditor will be monitoring this.

Transportation

Communications

Enhancing Communication between departments/schools

- Student Behaviour (Schools Behavior Matrix, TPM, follow up on incidents – increase in number of cameras on buses)
- Student demographic updates (investigating integration of Maplewood & Versa Trans)
- Ensure students registering are in your attendance area
- Communication protocol for severe weather and serious incidents
- Concerns – we encourage schools to contact transportation with any concerns that arise (Ex: late or early arrival of buses, incidents reported by students). We would much rather hear from you than from the public.

Recruitment of Substitute Bus Drivers

Shortage of Sub Bus Drivers is an ongoing concern that inhibits our ability to provide service. We will continue to brainstorm ideas to recruit substitute drivers and would accept any suggestions you may have. As part of this process we may need some space on school bulletin boards and communications with SCC's.

Internal Audit

Amount of time available to focus on this area may change or be contracted to the external auditor due to additional support needed in financial services.

1. School Audit Plan: 2013-14 School Year

- Follow-up visits with schools having issues noted in the 2012-13 audit letter
- School visits to take place in the Spring 2014
- School audits will be on a rotational basis
- School visit for all new Principals
- Annual Financial Disclosure letter will need to be signed by June 2014

2. Training:

- Principal moving to a new school – review the internal audit letter and reports
- Principals - Web Portal training is available upon request
- New administrative assistants – financial and Web Portal training upon request

Facilities Department

Service Requests

Monitoring reports will be developed on the completion of service requests. It is vital that schools enter service requests for facility needs of their school with all the appropriate information. A consistent room numbering system will aid the maintenance staff in locating the area that needs to be worked on when they arrive at the school.

Quarterly Monitoring

Caretakers are now trained in a standard of work and are being held to a cleaning standard – A checklist will be provided to Principals to provide feedback on the cleanliness of the school. Doing a walk through a few times a year with the caretaker and completing the check list will assist Doug Monette, Operations Manager, with Performance Management of caretakers. The form will be distributed with a suggested timeline and directions in a separate correspondence.

Preventative Maintenance

Scheduled preventative maintenance tasks will be monitored in FAME. When maintenance staff attends to a service request at your school they will also complete some monthly/annual preventative maintenance tasks. Some will be completed by the caretakers as well.

Capital

Capital project: Hudson Bay Pre-K to Grade 12 School will be tendered hopefully in June. A community Day care will also be included.

Risk Management

Various risk management reports and facility audit information has been provided to you over the past two years. We will continue to monitor and work with schools to ensure our risks are minimized in the school buildings and on the playgrounds.

Note that the caretakers have all received training on playground inspections and information will be provided to the school principal to communicate with SCC following the inspections.

A Custom Safety Survey of Industrial Arts (IA) and Science labs was contracted out and completed on the three large high schools this year and the recommended changes should be a priority for those schools. Any school with an IA program and senior science lab needs to ensure the areas are safe, orderly and within guidelines to reduce the risk of injury or loss.

Superintendent of Human Resources– Dean Biesenthal

Negotiations

Negotiation and/or ratification of both the CUPE and LINC agreements are underway. This will result in changes to our shared understanding of the current provisions. Upon ratification, we will coordinate further communication to help everyone understand the changes required.

CUPE certification – (EA's in Nipawin) – Labour Relations Board hearing is scheduled in June. Upon the ruling we will update the Nipawin school administrators as events unfold.

Software Review & Potential Implementations

Applitrack - allows us to automatically progress applicants through the entire hiring process: recruiting, applicant tracking, assessment and evaluation, interview management, and onboarding. This should eliminate the resume portal problems we have been experiencing over the last year.

Employee Code of Conduct

The committee has completed its work and we are in development of the first draft of the NESD employee code of conduct. With completion of the draft, each representative group will disseminate the draft to their respective memberships for feedback. Once the feedback is received, we will finalize the document and present it to the Board for approval.

With approval it will become an evergreen document that applies to all employees in the North East School Division.

Supervision and Evaluation

NESD needs to ensure all employees are receiving ongoing performance feedback from their supervisors.

We will develop a sign off sheet to ensure that teachers are completing their PGP's and annual discussions regarding expectations surrounding the documentation exists. If there are summative evaluations, we will collect the data for the personnel file.

For support staff – formative evaluation rigor will not be collected by HR, however, ongoing feedback is required for these staff as well. Sign off sheets will also be provided yearly to review and sign off. All summative evaluations, including probationary periods will be collected and stored in the personnel files in Human Resources.

Electronic Pay Stubs

This has been an exploratory process over the last year. With the movement towards active directory, we believe this can be implemented in the new year. Our plan is to begin piloting this implementation with division office staff during the summer. Then with a phased in approach for employee groups (similar to AESOP) we hope to be live with all employees by the end of the year.

New Teacher Orientation (To Replace Beginning Teacher Conference)

Beginning with the 2013-14 year, NESD will embark on a formal new teacher orientation 'retreat'. This two day event will provide an opportunity to mentor new teachers to the North East School Division.

Prior to the new school year, all new permanent and replacement teachers will be partnered with a mentor from the staff. Principals will be responsible for this pairing. The assigned mentors should contact the new teachers in June. The purpose of connecting with new teachers early is to make sure that their summer planning has a clear direction. If you need support with connecting a mentor with a new teacher, please contact your school superintendent.

The conversation in June between the new teacher and mentor should include information about where to find Curriculum Corner; how to navigate through the website; how to utilize UbD planning (i.e., unpacked outcomes, rubrics, learning plans, etc.); and to make a personal connection with the new teacher.

****Note****

All temporary teachers will be required to attend the two day retreat (defined below) but they will not be assigned a mentor (defined above).

During the first two weeks of school, the mentor and new teacher will review StudentsAchieve, TPM, revisit Curriculum Corner, Student Support Services website, NESD rubric and reflect on the Assessment and Evaluation Handbook. From this discussion, questions should be generated and submitted to Katie White by September 6th. These questions will then be embedded into the "Life in the NESD" workshop on September 10th and 11th. Both the mentor and the new teacher should expect to attend the September 10th PD day. The September 11 day will be attended by the new teachers only (agenda will be sent out for this two day event). During these workshop days, the new teachers should be prepared to bring their planning (formal and/or informal) so we can build on it in a supportive and collaborative environment.

Additional collegial planning times will be provided (centrally budgeted) for the new teacher/mentor to continue their work together throughout the year.

Although the agenda is not fully developed yet, our hope is that it will involve PD from executive council, coordinators, supervisors, NETA, the STF and other supporting staff.

Therefore, the beginning teacher conference will no longer be offered as a centrally paid for item. However, you can still offer this PD to your beginning teachers through your local PD budget.

Verification of Work Documentation (Support Staff)

We will be developing a new single sheet form that all support staff in one building can sign off, instead of one form for every staff member. This simple approach will achieve the same outcome while making coordination of the information easier for all involved.

Your feedback on the new form, which will be provided in the first week of the new year, will be appreciated.

Noon Supervision Form

Similar to the Verification of Work form, we are developing a single sign off sheet for noon supervision for each school. Instead of each teacher creating a 'contract', the school can now link noon period schedule to the number of required supervisors and the sign off by each teacher into one single page (or more depending on the number of staff) document.

Your feedback on the new form, which will be provided in later in June, will be appreciated.

Student Enrolment Data – September 30

Previously NESD and the ministry would collect actual enrollment data from you twice in September. With the data provided through Maplewood, we will pull the information as needed and update the staffing spreadsheet as necessary. Therefore please ensure your data in Maplewood is up to date and accurate.

LEAN initiative

HR/Payroll will embark on a LEAN initiative during the 2013/14 year. The planned event will review the onboarding process for employees, specifically related to required forms and paperwork.

Bell Times – Coordination for payroll/AESOP

With the new calendar comes change. If you haven't already provided the new start/end bell times to Lea in payroll, please do so as soon as possible to ensure that subs and casual staff are paid properly.