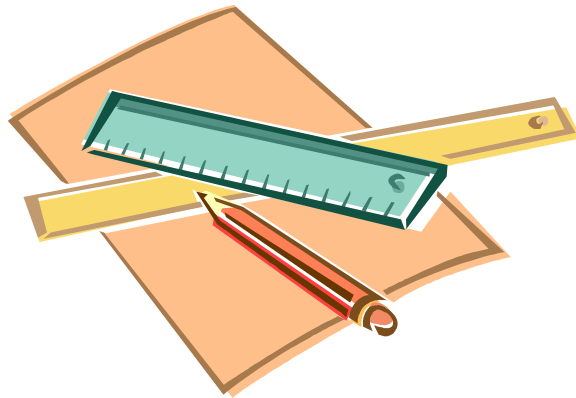


*TURTLE MOUNTAIN SCHOOL DIVISION*

# *PLAN 2007 - 2008*

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*PLANNING AND PRIORITIES*

*JANUARY 2007*

## **ACKNOWLEDGEMENTS**

Turtle Mountain School Division acknowledges the contribution of many people who have contributed to the development, and on-going improvement, of this divisional action plan. Our latest planning session was held in January 2007. This year's planning exercises included trustees and senior administration who discussed activities that could support the Plan's priorities.

Plan 2007-2008 is the result of the integration of new directions established as a result of the Board's review of our progress on our goals and the input of those who participated in the January 25, 2007 Planning Session.

■ Turtle Mountain School Division Board of Trustees:

Rhonda Coupland, Trustee, Ward I  
 Gail Patterson, Trustee, Ward I  
 Shirley Highfield, Chair, Ward II  
 Brad Heide, Trustee, Ward II  
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■ Turtle Mountain School Division Administration:

Larry Rainnie, Superintendent  
 Dorothy Thiessen, Coordinator of Student Services

Kevin McKnight, Secretary-Treasurer

## **Introduction**

As Turtle Mountain School Division Trustees prepared to create our Division action plan in November, 1998, they began by examining their role in promoting public school education and providing effective educational leadership in Turtle Mountain School Division. Collectively, the Board of Trustees identified a set of beliefs that guide how we operate as we make leadership decisions. Since that time, the following beliefs have guided the actions of Turtle Mountain School Division and its senior administration.

- 1. We will be accountable for our decisions.**
- 2. We will operate in an open and public way.**
- 3. We will work as a team and attempt to involve people in decision-making and encourage the taking of responsibility at many levels.**
- 4. We will remain open to new ideas, consider and listen to the input of others.**
- 5. We value honesty.**
- 6. We believe in fiscal responsibility.**

These principles continue to guide the decisions that are made and the way those decisions are communicated. Over the course of next year and beyond, we will be discussing the possibility of change and improvement in the areas identified by our planning group.

Turtle Mountain School Division has committed itself to the concept of planning for continuous improvement. The concept of continuous improvement involves planning, then doing, evaluating and revising the plan and doing again to try to meet certain objectives. Continuous improvement means asking trustees, parents, administrators and staff, at all levels, to involve themselves in a collective effort to consider what we do and how we do it and, where possible, to make improvements as we go along to serve the needs of our students.

Part of our planning effort involves gathering data, comments and suggestions from people throughout Turtle Mountain School Division. Parents and students have been surveyed in a variety of ways by our schools.

Feedback from parents, students, community representatives and divisional staff is what makes organizational planning meaningful. Feedback contributes to dialogue, discussion and continuous improvement.

## **Division Mission Statement**

Turtle Mountain School Division's Mission Statement reads:

**“The students are the focus of all our efforts. The Division strives to provide an education that prepares individuals for a meaningful life in a changing world. We promote a learning environment that begins in the home, continues in the school and is supported by the community.”**

Our mission statement reflects two important values the Division holds as fundamental. First, **“The students are the focus of our efforts”**. This requires a commitment by the Board, schools and staff to consider students first. Our mission statement also recognizes that our ultimate goal is to prepare, **“...individuals for a meaningful life in a changing world”**. This recognizes that change is a constant for both our students and our school division.

Plan 2007--2008 contains the following broad Division priorities that will serve to underpin all of the Board's decisions for the school year.

### **Turtle Mountain School Division Priorities**

**(The priorities listed below are in no particular order.)**

- We will work to develop students' skills to assist them in leading meaningful lives.**
- We will promote professional development, for all levels of the organization, that improves the quality of education offered to our students.**
- We will communicate effectively with our stakeholders.**
- We will provide safe environments for students and staff within the Division.**

In reviewing the Division Priorities on January 25, 2007, the Board identified a number of specific areas for improvement and/or revision.

Under each of the Divisions' priorities, are expected outcomes and how they will be achieved. The appendix contains the

Division Planning Cycle.

## TMSD 2007/2008 PLAN PRIORITIES

### A. We will work to develop students' skills to assist them in leading meaningful lives.

| EXPECTED OUTCOMES   | DIVISION STRATEGIES   | INDICATORS   | DATA SOURCES  |
|---|---|--|---|
| Division students will meet or exceed grade level expectations.   | <ul style="list-style-type: none"> <li>▪ Division initiatives in kindergarten to grade eight assessments will continue with appropriate responses to the results being developed by schools.</li> <li>▪ Kindergarten to grade eight report cards will be used to report to the Board the number of students at, above or below grade level in each of the subject areas.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Assessments occur.</li> <li>▪ Reports are created and shared with the Board.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Assessment reports.</li> <li>▪ Report cards.</li> <li>▪ Board minutes.</li> </ul>  |
| The Board will support collaboration between schools and teachers (for example grade group meetings, team teaching, buddy system, etc.)                             | <ul style="list-style-type: none"> <li>▪ The Board will examine the feasibility of improving student teacher ratios in the Division.</li> <li>▪ Some professional development funding will be available for this.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Results reported to schools and the Board.</li> <li>▪ Professional development funding accessed. Discussion of student teacher ratios at the committee and board levels.</li> </ul>         | <ul style="list-style-type: none"> <li>▪ Assessment data reports to the Board.</li> <li>▪ Professional development records. Minutes from committee and board meetings.</li> </ul> |
| The Division will support the implementation of the K-8 Information and Communication Technology Continuum throughout the Division in innovative and creative ways. | <ul style="list-style-type: none"> <li>▪ A specific amount of the technology budget will be allocated to computer hardware (ie. mobile labs for kindergarten to grade five classrooms and replacement of computers).</li> <li>▪ The Division will recycle computers to those who need them.</li> <li>▪ The Division will support professional development sessions in which teachers participating in the pilot program share their knowledge with the rest of the Division's teachers in kindergarten to grade eight.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Budget allocations made.</li> <li>▪ Recycled computers in use.</li> <li>▪ Professional development funding accessed.</li> <li>▪ Professional development sessions are scheduled.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Technology budget records.</li> <li>▪ Records of computer locations in schools.</li> <li>▪ Professional development records.</li> </ul>  |
| The Division will promote healthy lifestyles activities for students. Some of these activities will include the arts.   | <ul style="list-style-type: none"> <li>▪ The Division will encourage and support a variety of individual and team activities for students including outdoor activities and creative movement such as dance instruction.</li> <li>▪ The Division will encourage schools to use community resources.</li> <li>▪ The Division will support wellness opportunities for staff and students.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Outdoor activities being conducted.</li> <li>▪ Community resources being used.</li> <li>▪ Staff and students participating in wellness activities.</li> </ul>                               | <ul style="list-style-type: none"> <li>▪ School newsletters.</li> <li>▪ Professional development reports.</li> </ul>  |
| The Division will continue to implement the regulations of Bill 13 (appropriate education).   | <ul style="list-style-type: none"> <li>▪ The Division will develop policy regarding Bill 13.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Meetings held to look at policy development.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Policy and procedures in the Division Policy and Administrative Manuals.</li> </ul>  |

| EXPECTED OUTCOMES  | DIVISION STRATEGIES  | INDICATORS   | DATA SOURCES   |
|--|--|--|--|
| The Division will support career and life skills activities for all middle years students. | <ul style="list-style-type: none"> <li>▪ The Real Game Series will be used with all middle years students.</li> <li>▪ Schools will be encouraged to promote public speaking for middle years students.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Real Game Series being used in grades five to eight in Division schools.</li> <li>▪ Public speaking activities being conducted in grade five to eight classrooms.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Minutes from school meetings discussing the use of the Real Game in middle years classrooms.</li> <li>▪ Public speaking in middle years classrooms.</li> </ul>  |
| The Division will provide opportunities for high school students to explore careers.       | <ul style="list-style-type: none"> <li>▪ The Division will continue supporting the Senior Years Apprenticeship Option Program.</li> <li>▪ The Division will explore the possible implementation of the Career and Technology Studies and Career Trek programs.</li> <li>▪ The Division will investigate the possibility of a local computer technician course for students.</li> <li>▪ The Division will encourage and support connections with local businesses through career exploration courses/business mentorships.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Students registered in the Senior Years Apprenticeship Program.</li> <li>▪ Division representatives meeting to discuss Career Trek and the Career and Technologies Studies Programs.</li> <li>▪ School and Division personnel meet to discuss a possible computer technician course as well as career exploration/business mentorship.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Senior Years Apprenticeship Option Program records/reports.</li> <li>▪ Minutes of meetings regarding Career and Technology Studies and Career Tech.</li> <li>▪ Meeting minutes to discuss computer technician course and career exploration/business mentorship.</li> </ul> |

**B. We will promote professional development for all levels of the organization that improves the quality of education offered to our students.**

| EXPECTED OUTCOMES   | DIVISION STRATEGIES  | INDICATORS   | DATA SOURCES   |
|---|--|--|--|
| The K-8 Literacy with ICT Continuum will be promoted throughout the Division.   | <ul style="list-style-type: none"> <li>▪ The Division will support teacher collaboration through professional development funding support.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Teachers are meeting and collaborating.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Dates of meetings.</li> <li>▪ Professional development budget records.</li> </ul>                                   |
| Revised teacher evaluation procedures including those for Professional Growth Plans will be implemented during the 2007-2008 school year. | <ul style="list-style-type: none"> <li>▪ Procedures shared with Division teachers and administrators.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Evaluations being conducted according to the new procedures.</li> <li>▪ Teachers completing Professional Growth Plans according to the procedures established.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Teacher evaluations.</li> <li>▪ Committee meeting minutes.</li> <li>▪ Professional Growth Plans records.</li> </ul> |
| The Division will assess the effectiveness of professional development for staff.   | <ul style="list-style-type: none"> <li>▪ Teachers will report on their professional development activities and the implementation of these activities in their classrooms during Education Specific Meetings.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Reports are given at Education Specific Meetings.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Minutes of the Education Specific Meetings.</li> </ul>  |

## C. We will communicate effectively with our stakeholders.

| EXPECTED OUTCOMES  | DIVISION STRATEGIES   | INDICATORS  | DATA SOURCES   |
|--|---|---|--|
| Division documents will be accessible to our stakeholders.                                 | <ul style="list-style-type: none"> <li>▪ Various methods of communication will be used (i.e. Division Board Office Staff, Division website, newspaper items, Board Highlights, etc.)</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Materials will be available at the Board Office; documents will be on the web-site; articles will be put in the newspapers; Highlights will be published.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Records of the documents shared.</li> </ul> |
| Division stakeholders will have an opportunity for effective communication with the Board. | <ul style="list-style-type: none"> <li>▪ Stakeholders will be involved in the Division's planning process.</li> <li>▪ Information from stakeholders will be received at focus group meetings, education specific meetings, budget consultation processes, presentations to the Board, etc.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Meetings, presentations and consultations being done.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Board meeting minutes.</li> </ul>           |

**D. We will promote safe environments for students and staff within the Division.**

| EXPECTED OUTCOMES  | DIVISION STRATEGIES   | INDICATORS  | DATA SOURCES   |
|--|---|---|--|
| Staff and students will interact in a respectful and positive manner.        | <ul style="list-style-type: none"> <li>▪ The Division will promote and support positive behaviour initiatives in our schools (i.e. The Four Pillars, Forty Developmental Assets, Lions Quest, etc.)</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Positive behaviour activities are being conducted in our schools.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ School meeting minutes.</li> </ul>  |
| The Division will respect the health and safety needs of students and staff. | <ul style="list-style-type: none"> <li>▪ Staff will receive appropriate training in health needs.</li> <li>▪ Student health plans are developed.</li> <li>▪ The Emergency Preparedness Plan and Crisis Plan are in place.</li> <li>▪ Safety checks of schools will be conducted.</li> <li>▪ The Little Black Book will be made available to students and parents.</li> <li>▪ The Division will promote healthy lifestyles (i.e. AFM, D.A.R.E., Child Development Certificate workshop, healthy lifestyles practices, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Staff being trained.</li> <li>▪ Health plans in place.</li> <li>▪ Division plans relating to health and safety in place.</li> <li>▪ Students and parents receiving The Little Black Book.</li> <li>▪ Healthy lifestyle practices being conducted in Division schools.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Professional development records.</li> <li>▪ Student health plan records.</li> <li>▪ Minutes of the Risk Management Committee.</li> <li>▪ Schedules in schools for activities related to healthy lifestyles promotion.</li> </ul> |

## TURTLE MOUNTAIN SCHOOL DIVISION PLANNING CYCLE

| MONTH     | CURRENT SCHOOL YEAR   | UPCOMING SCHOOL YEAR   |
|-----------|---|--|
| September | <ul style="list-style-type: none"> <li>✘ Final school plans submitted to Superintendent.</li> <li>✘ School and Division Emergency Plan Review</li> </ul>  |  |
| October   | <ul style="list-style-type: none"> <li>✘ Division Annual Financial Report for previous school year.</li> <li>✘ Division and school plans submitted to Department.</li> <li>✘ Division Student Services Plan submitted to Department.</li> <li>✘ Board self-evaluation completed by October 15 every second year.</li> </ul> | <ul style="list-style-type: none"> <li>✘ Division Planning Sessions leading to final Division Plan.</li> </ul>               |
| November  |   | <ul style="list-style-type: none"> <li>✘ Final Division Plan approved.</li> <li>✘ Capital D 3-Year Plan approved.</li> </ul> |
| December  | <ul style="list-style-type: none"> <li>✘ Division Plan Status Report</li> </ul>   | <ul style="list-style-type: none"> <li>✘ Board Budget Priorities</li> </ul>  |
| January   |   | <ul style="list-style-type: none"> <li>✘ Public Budget Consultations and Budget Development</li> </ul>                       |
| February  | <ul style="list-style-type: none"> <li>✘ Division Plan Status Report</li> </ul>   | <ul style="list-style-type: none"> <li>✘ Final Proposed Budget</li> <li>✘ Proposed Budget Highlights to Public</li> </ul>    |
| March     |   | <ul style="list-style-type: none"> <li>✘ Budget Approved</li> <li>✘ Budget submitted to Province</li> </ul>                  |
| April     | <ul style="list-style-type: none"> <li>✘ Division Plan Status Report</li> </ul>   | <ul style="list-style-type: none"> <li>✘ Schools submit school budgets to Secretary-Treasurer.</li> </ul>                    |
| May       | <ul style="list-style-type: none"> <li>✘ Schools' Plans Status Reports</li> </ul>   | <ul style="list-style-type: none"> <li>✘ 5-Year Capital Plan approved and submitted to Department.</li> </ul>                |
| June      |   | <ul style="list-style-type: none"> <li>✘ Schools submit first draft of school plan to Superintendent.</li> </ul>             |