



School Improvement Plan

Bayview Community School

South Shore Regional School Board

May 2008

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SECTION A

EXECUTIVE SUMMARY

Bayview Community School has been effective in keeping teachers up to date with current teaching practices. The school staff has worked to ensure the students have the most positive working environment to maximize students' learning. Staff set goals annually that are relevant to the Provincial curriculum.

The staff, with SAC representation, met during in-service days and staff meetings. The group approved the goals. The staff divided into 3 groups and each group took responsibility to determine the strategies, measure of growth, and professional responsibilities for their goal. This report is a culmination of these efforts.

The first goal was determined after many conversations had taken place with Craig Pottie (Principal), Mitch Landry and Vince Warner (Department of Education), Susan Burgoyne and Jonathan Chiasson (Co-Chairs), and Ann Moore (Board Accreditation Coordinator). Through Accreditation in-service, the staff has recognized strong report card results and will be looking at Assessment For Learning to more effectively align curriculum, assessment, and reporting practices. Establishing a baseline will be the first task for this goal.

The second goal was determined based on survey results. There was concern that a large number of students were unsure if the school provided a safe and positive learning environment. Focus groups were conducted to collect further data and draw conclusions. The staff is developing strategies to improve student behavior and to provide opportunities for student input into school activities.

The third goal was also established based on survey results. Communication was a common concern among members of the school community. Through discussion, it was determined that strategies will be developed to improve communication within the school community.

Bayview Community School will work to attain these goals through the accreditation process. Our energetic staff is committed to working collaboratively to implement and meet these goals.

SECTION B

LIST OF PARTICIPANTS

Susan Burgoyne	Co-chair
Jonathan Chiasson	Co-chair
Craig Pottie	Principal
Ronald Doucet	Vice Principal
John Biebesheimer	School Advisory Council- Chair, Community Member
Jasmine Ali	School Advisory Council - Student
Shane Winter	School Advisory Council - Student
Della Rhuland	School Advisory Council – Parent
Elvis Ernst	School Advisory Council – Parent
Paula Young	School Advisory Council – Parent
Vanessa Gallant	School Advisory Council – Parent
Angela Stewart	School Advisory Council – Teacher
Susan Croan	School Advisory Council - Teacher
Therese Silver	School Advisory Council – Program Support Assistant
Peter McCracken	Health Promoter
David Patrick	Mentor
Ann Moore	Accreditation Advisor

SECTION C

SUMMARY OF PROCEDURES

Co-chairs Susan Burgoyne and Jonathan Chiasson, along with Principal, Craig Pottie attended a meeting on January 10 and 11 at the South Shore Regional School Board Office. This information session enhanced the learning, making and meeting of SMART goals. The group spoke with advisors in attendance and developed possible SMART goals to take back to the staff.

On January 19, co-chairs met to organize the in service to help staff determine SMART goals and to discuss effective ways to get work done with 100% staff input. It was determined that the next staff meeting would be an appropriate time to begin this discussion.

On January 22, the co-chairs lead the staff meeting where staff discuss SMART goals based on the priorities discussed before the Christmas break. Staff discussed each goal in detail, revising, editing and ensuring that the intent was certain. Staff reached a consensus and the goals were set.

On February 2, the co-chairs worked on preparing for the in-service the following Friday.

On the February 4 in-service day, staff and SAC representatives began planning strategies for the goals. The bulk of this day was dedicated to the completion of the Internal Review Report.

On February 19, at the staff meeting, staff continued their work on strategies and measuring growth sections of the School Improvement Plan (SIP).

On March 18, at the staff meeting, staff continued their work on strategies and measuring growth sections for each goal of the SIP.

On March 29, co-chairs met and completed the first draft of the SIP to present at the April 4 in-service.

At the April 4 in-service, staff and SAC representatives completed all aspects of each goal.

SECTION D

SMART GOALS

- Goal #1: By June 2011, students will show a 5% increase based on all subjects. Baseline data will be obtained by June 2009.
- Goal #2: By June 2011, positive student survey responses on their feeling of safety and well being at school will increase by 10%.
- Goal #3: By June 2011, results of student and staff survey questions regarding staff and student communication will increase by 10%. *mean-weighted average of all survey data dealing with communication

Section E Strategies

Year 1

Goal #1 By June 2011, students will show a 5% increase based on all subjects. Baseline data will be obtained by June 2009.

Strategy #1.
Investigate and determine assessment tools for all subjects.

Strategy #2.
Assess and reassess student achievement.

Strategy #3.
Investigate strategies to improve student achievement based on assessment data.

Goal #2 By June 2011, positive student survey responses on their feeling of safety and well being at school will increase by 10%.

Strategy #1

Develop ways to improve student behavior in all school settings.

Strategy #2

Develop opportunities to increase physical activity, healthy eating and feeling of well-being.

Strategy #3

Provide diverse opportunities for students to develop respect for their school, themselves and others.

Goal #3: By June 2011, results of student and staff survey questions regarding staff and student communication will increase by 10%. *mean-weighted average of all survey data dealing with communication

Strategy #1

Educate the students and staff re: the survey results

Strategy #2

Provide opportunities for all students to voice their concerns about the school community

Strategy #3

Provide opportunities for all staff to communicate with each other.

Year 2

Goal #1 By June 2011, students will show a 5% increase based on all subjects. Baseline data will be obtained by June 2009.

Strategy #1.

Investigate and determine assessment tools for all subjects.

Strategy # 2.

Assess and reassess student achievement.

Strategy #3.

Investigate strategies to improve student achievement based on assessment data.

Goal #2 By June 2011, student survey questions on their feeling of safety and well being at school will increase by 10%.

Strategy #1

Develop ways to improve behaviour.

Strategy #2

Develop opportunities to increase physical activity, healthy eating and well-being.

Strategy #3

Provide diverse opportunities for students to develop respect for their school, themselves and others.

Goal #3: By June 2001, results of student and staff survey questions regarding staff and student communication will increase by 10%. *mean-weighted average of all survey data dealing with communication

Strategy #1

Educate the students and staff re: the survey results

Strategy #2

Provide opportunities for all students to voice their concerns about the school community

Strategy #3

Provide opportunities for all staff to communicate with each other.

Year 3

Goal #1 By June 2011, students will show a 5% increase based on all subjects. Baseline data will be obtained by June 2009.

Strategy #1.

Investigate and determine assessment tools for all subjects.

Strategy # 2.

Assess and reassess student achievement.

Strategy #3.

Investigate strategies to improve student achievement based on assessment data.

Goal #2 By June 2011, positive student survey responses on their feeling of safety and well being at school will increase by 10%.

Strategy #1

Develop ways to improve student behavior in all school settings.

Strategy #2

Develop opportunities to increase physical activity, healthy eating and feelings of well-being.

Strategy #3

Provide diverse opportunities for students to develop respect for their school, themselves and others.

Goal #3: By June 2001, results of student and staff survey questions regarding staff and student communication will increase by 10%. *mean-weighted average of all survey data dealing with communication

Strategy #1

Educate the students and staff re: the survey results

Strategy #2

Provide opportunities for all students to voice their concerns about the school community

Strategy #3

Provide opportunities for all staff to communicate with each other.

**Section F
Action Plans**

Goal #1 By June 2011, students will show a 5% increase based on all subjects.

Strategy #1 Investigate and determine assessment tools for all subjects.

Action Steps	Timeline	Responsibility	Resources Required	Budget
Adopt provincial report card template	Spring 2008	P – 9 Bayview Staff, including administration	Report Card template; Steve Prest, Sue Taylor-Foley / Board Staff; Reporting Policy Framework Document	8 sub days
Strike a committee for determining baseline	2008-2009 School Year	Genny Kirk-Baker (re-establish committee)	Math Consultant, Department of Education Representative, Sub Allotment; Reporting Policy Framework Document	

Goal #1 By June 2011, students will show a 5% increase based on all subjects.

Strategy #2 Assess and reassess student achievement

Action Steps	Timeline	Responsibility	Resources Required	Budget
Obtain and analyze report card data in specific subject areas	2009 – 2010	P – 9 Bayview Staff	Relevant Board personnel	4 substitute days
Determine areas of need	Spring 2010	P – 9 Bayview Staff	Relevant Board personnel	
Develop strategies to address areas of need	Spring 2010	Staff and relevant Board personnel	Relevant Board personnel	4 substitute days

Goal #1 By June 2011, students will show a 5% increase based on all subjects.

Strategy #3 Investigate strategies to improve student achievement based on assessment data.

Action Steps	Timeline	Responsibility	Resources Required	Budget
Best Practices of Assessment for Learning and other Professional Development	June 2011	P – 9 Bayview Staff	Board Personnel, Department of Education Personnel, Accreditation monies to deliver specific in-service, purchase books	\$500.00
Individual Growth Plans to reflect strategies				4 substitute days
Grade Level Meetings	June 2011			10 substitute days
Cross Grade Meetings	June 2011			10 substitute days
	June 2011			

Goal #2 By June 2011, positive student survey responses on their feeling of safety and well being at school will increase by 10%.

Strategy #1 Develop ways to improve student behaviour in all school settings

Action Steps	Timeline	Responsibility	Resources Required	Budget
Attend in-service on PEBS (school board based)	Spring 2008	Kelly Unsworth (elementary teacher), Craig Pottie (Principal)	In-service	
Presentation of PEBS ideas to staff (general overview of what is involved with PEBS)	Staff meeting Spring 2008	Kelly Unsworth, Craig Pottie		
Staff decides whether or not to implement PEBS	Fall 2008	Bayview Staff		
Review of current student discipline policies regarding student behavior (with all staff)	2008-2009 school year	Janet Stewart (Guidance), Chad Frittenburg (Jr.High Teacher)		4 substitute days
If PEBS is accepted, a committee of staff will be formed.	Fall 2008	Staff and administration		2 substitute days

Goal #2 By June 2011, positive student survey responses on their feeling of safety and well being at school will increase by 10%.

Strategy #2 Develop opportunities to increase physical activity, healthy eating and a feeling of well-being.

Action Steps	Timeline	Responsibility	Resources Required	Budget
In-service on health audit	Spring, 2008	Bonnie Veinotte (classroom teacher), Fred Forsyth (PE teacher)	Substitute	4 substitute days
Peter McCracken to conduct health audit at BCS	Spring 2008	Bonnie Veinotte and Fred Forsyth	Ten people (representing staff, students and parents) will take part in a survey	
Examine the results of the survey and make recommendations	September 2008 to June 2009	Bonnie Veinotte and Fred Forsyth		2 substitute days

Goal #2 By June 2011, positive student survey responses on their feeling of safety and well being at school will increase by 10%.

Strategy #3 Provide diverse opportunities for students to develop respect for their school, themselves and others.

Action Steps	Timeline	Responsibility	Resources Required	Budget
Review with the school community the present extracurricular activities available to students.	September 2008	Fred Forsyth (PE teacher), Chad Frittenburg (teacher), Shane Winter (SAC student representative)		
Share with the students what is currently being offered. Begin dialogue with students regarding their opportunities.	Spring 2009	Angela Stewart (teacher)	Survey	
Arrange for on-going discussions between students and administration (and other staff as needed) to promote opportunities based on student interest and staff support.	September 2009	Staff and administration		

Goal #3: By June 2011, results of student and staff survey questions regarding staff and student communication will increase by 10%. *mean-weighted average of all survey data dealing with communication

Strategy #1 Educate the students and staff re: the survey results

Action Steps	Timeline	Responsibility	Resources Required	Budget
Review survey results with staff regarding communication questions at the first staff meeting.	September 2008	Gale Lohnes	Survey results	2 substitute days
Review survey results with classes at mutually agreed upon time at first staff meeting	September 2008	Selena Davidson (teacher) and Rebecca Rock (teacher) will prepare power point of the review for teachers to share with class.	Staff meeting agenda item	
Review survey results with parents via Communication Plans and Meet the Teacher Night.	September 2008	Selena Davidson (teacher) and Rebecca Rock (teacher) will arrange to present the review and summaries at Meet the Teacher Night.	Survey results Power point presentation Cut and Paste for Communication plan	2 substitute days

Goal #3: By June 2011, results of student and staff survey questions regarding staff and student communication will increase by 10%. *mean-weighted average of all survey data dealing with communication

Strategy #2 Provide opportunities for all students to voice their concerns about the school community

Action Steps	Timeline	Responsibility	Resources Required	Budget
Make students aware that they do have a voice and that their opinion is valued by teaching the students how to express opinions	October 2008 - December 2008	All staff (with support from Susan Croan, Norah Knickle, Colleen Dunn) Lower Elementary, Middle Elementary and Junior High	Susan Croan, Norah Knickle and Colleen Dunn will offer materials 6 sub days (two/person)	
Determine formats for students to communicate	January-February 2009	Classroom teachers	Chart paper, Markers, Technology	
Further action based on formats determined	March - June 2009	Communication Goal Committee	To be determined	

Goal #3: By June 2011, results of student and staff survey questions regarding staff and student communication will increase by 10%. *mean-weighted average of all survey data dealing with communication

Strategy #3 Provide opportunities for all staff to communicate with each other.

Action Steps	Timeline	Responsibility	Resources Required	Budget
Communication book in the staff room (can be checked when checking mail)	Spring 2008	Susan Croan (Grade 1 teacher)	Binder and looseleaf.	
School information to be noted to Craig the Thursday before the Friday Flash to be posted on the Friday Flash	Spring 2008	Colleen Dunn (grade 6 teacher) to let people know via note in mailbox	Administration, sticky notes, e-mail	
Encourage social interaction	Spring 2008	Selena Davidson, Rebecca Rock, Ron Doucet	Friday Treat of the Week, Coffee pot, coffee fund personnel (user pay for coffee)	
Post staff meeting minutes for Support Staff	Spring 2008-2011	Norah Knickle (PST)	Designated Computer	
Send copies of daily announcements (Junior and Elementary) to staff by e-mail	2008-2009	Administrative assistant and students		

SECTION G

Measuring Growth Plans

<p>Goal #1 By June 2011, students will show a 5% increase based on all subjects. Baseline data will be obtained by June 2009.</p> <p>DATA COLLECTION:</p>		
Methods	Schedule	Responsibility
Use the Provincial Report Card	June 2009 - 2011	All Bayview Staff
Collect report card data annually	June 2009 - 2011	All Bayview Staff
	June 2009	Goal group members
Determine the baseline aggregate formula	2010 - 2011	All Bayview Staff
Assess growth in the aggregate formula		

Goal #2 By June 2011, positive student survey responses on their feeling of safety and well being at school will increase by 10%.

Data Collection:

Methods	Schedule	Responsibility
To make the school community aware of the student survey results in the safety and well being of the school section of the first accreditation survey	2008-2010	All Bayview Staff
Administer survey	2011	Goal Group Members
To examine the results of the 2011 survey and check for 10% growth as per the SMART goal.	2011	All Bayview Staff

GOAL 3: BY JUNE 2011, RESULTS OF STUDENT AND STAFF SURVEY QUESTIONS REGARDING STAFF AND STUDENT COMMUNICATION WILL INCREASE BY 10%.

*MEAN-WEIGHTED AVERAGE OF ALL SURVEY DATA DEALING WITH COMMUNICATION

DATA COLLECTION:

Methods	Schedule	Responsibility
Re-administer parts of the original survey pertaining to communication	Spring 2009, Spring 2010, Spring 2011	Communication goal group – all committee members.

SECTION H

PROFESSIONAL LEARNING PLAN

Goal: #1

By June 2011, students will show a 5% increase based on all subjects.

1. Knowledge and skills to focus on.

- ❖ Requirements of the new Provincial Report Card model
- ❖ Include a review of current assessment practices

2. Learning opportunities to be provided:

- ❖ In-servicing on new report card template
- ❖ Professional Development around collection of marks
- ❖ Assessment for learning strategies

3. Participants in the learning opportunities:

- ❖ All Bayview Staff

4. Learning opportunities schedule:

- ❖ 2008 - 2009

5. Human and/or material resources required

- ❖ Board Personnel
- ❖ School Based Assessment for Learning Leaders
- ❖ Reporting Policy Framework, Department of Education

Goal #2 By June 2011, positive student survey responses on their feeling of safety and well being at school will increase by 10%.

1. Knowledge and skills to focus on:

- ❖ Survey results, health audit results, and extra-curricular opportunities list

2. Learning opportunities to be provided:

- ❖ In-servicing on PEBS (if adopted by staff) and health audit
- ❖ Update Discipline Policy

3. Participants in the learning opportunities:

- ❖ Bayview School Community

4. Learning opportunities schedule:

- ❖ 2008 - 2009

5. Human and/or material resources required:

- ❖ Board Personnel
- ❖ Peter McCracken (Physical Activity Capacity Coordinator)
- ❖ All Bayview Staff
- ❖ Financial support for PEBS initiatives (if adopted)
- ❖ Money for substitutes

GOAL 3: BY JUNE 2011, RESULTS OF STUDENT AND STAFF SURVEY QUESTIONS REGARDING STAFF AND STUDENT COMMUNICATION WILL INCREASE BY 10%.
*MEAN-WEIGHTED AVERAGE OF ALL SURVEY DATA DEALING WITH COMMUNICATION

1. Knowledge and skills to focus on:

- ❖ Educate the students and staff re: the survey results
- ❖ Provide opportunities for all students to voice their concerns about the school community
- ❖ Provide opportunities for all staff to communicate with each other.

2. Learning opportunities to be provided:

- ❖ Presentation for parents
- ❖ Presentation for students and staff
- ❖ Communication lessons for students
- ❖ Communication book in the staff room
- ❖ Staff interaction through social and professional gatherings
- ❖ Copy of announcements for all staff members

3. Participants in the learning opportunities:

- ❖ All staff, all students, all parents and extended community.

4. Learning opportunities schedule:

- ❖ September 2008 – June 2011

5. Human and/or material resources required:

- ❖ Survey results
- ❖ Technology
- ❖ Power point presentation
- ❖ Communication plans
- ❖ Administration, staff, students and parents
- ❖ Sub days as required
- ❖ Friday treat of the week, coffee pot, coffee fund.

SECTION I

DECLARATION

By signing the School Improvement Plan, the Co-chairs, the School Advisory Council Chair, and the Principal, declare that the information is complete and accurate.

Signature	Name	Position	Date(s)
	Susan Burgoyne	Co-chair	
	Jonathan Chiasson	Co-chair	
	Craig Pottie	Principal	
	John Biebesheimer	SAC Chair	