



LAKELAND CATHOLIC SCHOOLS
 BETTER EDUCATION...It's as simple as that! C'est vrai!

WORKLOAD ISSUE	PROPOSED CHANGES/BACKGROUND INFORMATION	IMPLEMENTATION TIMELINE		ACTION AND RESPONSIBILITY
		START	DEADLINE	
INDIVIDUAL PROGRAM PLANS	To be determined. Tabled until next committee meeting.	March 2014	June 2016	For further study and review by the committee. Not action to date
PROFESSIONAL GROWTH PLANS	To be determined. Tabled until next committee meeting.	March 2014	June 2016	For further study and review by the committee. Not action to date
PHONE CALLS REGARDING ATTENDANCE	This was determined to be an issue at the high school level. When addressed, senior admin will report back to the committee.	Nov. 2013	Feb. 2014	Senior administration will address with principals.
<p>Both high schools have discussed and resolved this concern. NDHS staff has discussed and are clear on the protocol. They are not expected to call during class regarding attendance. AJSH-Teachers are not required to make calls during their class time and this is not an expectation. Teachers are not required to contact parents every time there is an absence and this is not an expectation at AJSH. It was clarified that the expectation for AJSH was to contact home when a child has missed 2 or 3 classes. For that "one time" incident, the auto dialer will alert the parents. However, if absences continue, then teachers are expected to contact parents to speak about the issue, as it may be that the child is answering the auto dialer and the parents are not receiving that message. * Clarification about the misinterpretation of how the information was presented to the C2 committee ... the concern was that parents are receiving 4 or more calls when a child is absent (one from each subject teacher) where at the elementary level, parents receive one call. AJSH feels that it is probably good that parents receive multiple calls if there is a concern. If it is just that "one time" incident, the auto dialer only calls once.</p>				



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<p>EXPECTATIONS OF EXTRA CURRICULAR</p>	<p>There were several issues ranging from elementary to high school level. Each issue was discussed and it was decided that the committee needs assistance from a lot of different partners to begin to address the issues.</p>	<p>Feb. 2014</p>	<p>Report and share successes by May 2014</p>	<p>Board, parent councils, student councils and administration meeting to brainstorm possible solutions. (with senior admin).</p>
<p>Both the board and principals have discussed this item. Suggestions include; encourage parents to get their license to assist with driving and or supervision. Consider fundraising initiatives to pay for a driver to alleviate coaches from driving and supervising.</p>				
<p>ADMIN DAYS</p>	<p>This year administrators were in school 7 days prior to school start up. Career counselors: are they required to be in the school prior to school start up?</p>	<p>Jan. 2014</p>	<p>June 2014</p>	<p>Administrators currently receive 5 days in lieu. Senior administrators will discuss and action with principals as well as discuss whether they are requiring career counselors to return to work before the start of the school year.</p>
<p>Schools will open as usual 2 weeks before schools open. Secretaries will start on August 16th. Principals can work with their VP's to make sure one is available to assist parents and use their own discretion to provide 5 for 5. Principal meeting will move from 2 to 1 full day. Career counselors- this is a required part of their role. Taking on this position is voluntary and this dialogue belongs between the counselor and the school principal to solve.</p>				



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PAPERWORK FOR ADMINISTRATORS	To be determined by senior admin and reported back to the committee.	Jan. 2014	March 2014	Will be discussed and reviewed with principals.
Through the Principal PLC, administrators are working collaboratively to streamline required tasks.				
EDUCATION PLAN	To be reviewed with principals.	Jan. 2014	June 2014	This issue will be brought to principals to be re-addressed: maintaining excellence, not adding more. Focus on the greatest area of need.
Through the Principal PLC, administrators are working collaboratively to streamline required tasks.				
FIRST YEAR TEACHERS OR THOSE NEW TO OUR DISTRICT	TRIBES training is a service and is optional. The committee will be studying the financial implications for new teachers.	Oct. 2013	June 2014	Senior administration will look into the financial cost for paying teachers for District orientation or cancelling.
TRIBES will not be offered next year and may not occur in the future at the start of the year. District New teacher Orientation has been reduced to one day. Their school level organization will occur during the organizational days.				
FAITH DEVELOPMENT/DISTRICT OPENING DAYS	Currently two days of PD at the very beginning of the school year. One is Faith Development and the other is District Opening Day. Can these be split?	March 2014	June 2014	Senior administration will review to see if one day for start up is possible.
One day is scheduled for Faith Development and the schools will have 2 organizational days.				
SHARING THE FAITH	To be determined. Tabled until next committee meeting.	March 2014	June 2014	Further research to be undertaken by senior administration and brought back to the next committee meeting.



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Full Report is attached at the end of this document.				
Senior admin has discussed with Religious Education Coordinator, this item is still under review.				
REPORT CARDS	An elementary and middle school issue.	Nov. 2013	March 2014	November report card dates will be reviewed by senior administration with principals.
Initial discussion has occurred at a principal meeting. No changes at this time, however one school was approved for a pilot project and others may choose to adopt next year.				

¹ This is a working document with timelines that are flexible. As items are clarified and addressed they will show completed. Items that need timeline adjustments will be reflected in follow-up reports. Further, items that come up as workload issues during the length of the Agreement will be added and addressed as necessary.

Sharing the Faith
March 25, 2014
Draft proposal

Year One and Year Two would have the same schedule but different topics
August – intro to Sharing the Faith and Mission of a Catholic School Teacher

First year teachers only during new teacher orientation

Sept – 1st week send out the schedule and have teachers choose their option for the Dec and May sessions –

Oct –full day on school day – Permeation (first year teachers only)

½ day with gr K-6 teachers

½ day with gr 7-12 teachers

*Subs may need to switch schools midday

Dec- give choice of ½ day on school time or 3 hr evening session

(mix 1 and 2nd year)

*must have enough to run both sessions otherwise they will be combined

May- give choice of ½ day on school time or 3 hr evening session

(mix 1 and 2nd year)

*must have enough to run both sessions otherwise they will be combined

Oct-April - School level session on a date(s) chosen by staff at each school

½ day with their school on a PD day OR



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2 x 1 ½ hr after school sessions (1st and 2nd year teachers combined)

Cost of subs depends on number of new teachers

Could have choice but each must choose one evening and one on school time or two evenings

Current Program

Year 1

District

Intro to Sharing the Faith – Mission Vocation of a Catholic School Teacher

1 ½ hours at New Teacher Orientation in August

Permeation Session in October or late September (first year only)

2 hours after school (4:45 to 7pm) including supper

December Session

Cornerstones of Faith (Salvation and Stations of the Crib) (new and 2nd year)

2 ½ hours (4:45 to 7:15 pm) including supper (this year let them out at 7pm)

May Session

God the Father, Jesus the Teacher (new and 2nd year)

2 ½ hours (4:45 to 7:15pm) including supper

School

2 to 2 1/2 hours on a PD day with their school

Year 2

2nd year teachers only have the 2 district sessions in Dec and May and one school session as above.

*Original program was 13 sessions over 2 years (1 and 1/2 hours per session with 1 half to full day retreat) 21-24 hours total