



ENTRY PLAN

JIM COSTELLO
DIRECTOR OF EDUCATION

June 2010 Meetings

- Gayle Stucke, Out-Going Director of Education
- Trustees
- Student Trustees
- Director's Office Staff
- Superintendent of Business
- Co-terminus Board's Director of Education

June 28-29, 2010

- Executive Team Summer Planning Meetings
 - Review of 2009-2010 data
 - Planning for 2010-2011 – Portfolios, Families of Schools
 - Board Improvement Plan (BIP), Program Initiatives
 - Operations – confirm all budget and staffing data
 - ARC Next steps, implementation plan(s)

August 2010 Meetings

- Academic Superintendents to discuss priorities, goal-setting which is aligned with Board Growth Plan
- Senior Leadership Annual Meeting (SLAM) - August 30
- Executive Council - August 31
- New Teacher Induction Program (NTIP) Greetings
- Board Meeting - August 31

September 7, 2010

- Begin the day with a school visit and classroom walkthrough at the new P.E. McGibbon School, Sarnia
- Sarnia Education Centre (SEC) Staff Meeting at 11:30 followed by luncheon for SEC Staff
- Media interviews

September 8, 2010

- Chatham Regional Education Centre (CREC) Staff Meeting at 11:30 followed by luncheon for CREC staff
- Afternoon school visit and Full Day Early Learning classroom walkthrough at Victor Lauriston School Chatham
- Media interviews

First Week of School

- Meet with Managers/Supervisors
- Available for media
- Arrange meetings with local politicians – municipal and provincial
- Other introductory meetings as appropriate

First Month – September 2010

- Continue to visit schools, classrooms, regularly scheduled staff meetings; request Principal feedback after visit
- Meet with First Nations representatives
- Meet with Native Advisory Committee Members
- Meet with Parent Involvement Committee
- Attend as many LKDSB committee meetings as possible
- Begin Focus Group interviews – all employee groups
- Meet with Management Council
- Arrange Meetings with Union Presidents (OSSTF, ETFO, ETFO OT, CUPE)
- Arrange Meetings with Sarnia/Chatham newspaper editors, radio outlets
- Executive Council
 - Review of School Visits and School Improvement Plans (SIP) walkthrough data
 - Ongoing operational issues related to startup (i.e. class sizes, staffing etc...)
 - Full day off site Planning Meeting

Second Month - October

- Continue to visit schools, classrooms, regularly scheduled staff meetings
- Completion of attendance at LKDSB committee meetings,
- Meet with SEAC and social services representatives
- Complete Focus Group interviews – all employee groups

Third Month- November

- Continue to visit schools, classrooms, regularly scheduled staff meetings

January 2011

- Hold a two day off site Planning Session for all Trustees and Executive Council
 - Board Growth Plan
 - Belief Statements
 - Board Improvement Plan

Ongoing

- Develop a communication plan for the Director of Education
 - Director's bi-weekly Update to Trustees
 - Director's Newsletter to Staff
- Revise Board Growth Plan based on stakeholder input
- Ensure that applicable Board resources, consultation and expertise contribute to the work of school staff
- Attend and contribute to the Program Council (Learning Services)
- Meet regularly with CUPE, ETFO and OSSTF to develop and foster harmonious relationships
- Regularly review the progress towards achievement of the Strategic Plan
- In concert with the members of Senior Administration, model good team building skills to encourage all employees to contribute positively towards the achievement of the Board's goals
- Encourage healthy discussion in the pursuit of the best solutions to all our problems
- Possible meeting between Board and city/municipal councils
- Constantly communicate that learning is our core business to all constituents
- Be a good role model – visible presence, positive message of support and public representation of LKDSB to community