

Education Unit 2019 – 2020 Master Workplan

Language & Culture Goal: Provide access to education and training resources/opportunities to strengthen community engagement and participation in Anishnaabe restorative and cultural practices.

Task ID: Rekindling Anishnaabe Inendamowin (thought) through a dedicated space for learning and teaching opportunities							
Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule
<p>1.1</p> <p>Continue to revise existing booklets and develop new booklets & resources for families and children based on annual community activities and/or events</p> <p>Need to revisit the vision and objective of this program / service / centre (language delivery vs resource development)</p> <p>*Where does learning bird fit in?</p>	<p>ARSW</p> <p>ARA</p> <p>Curriculum Resource Developer</p>	<p>Financial</p> <p>Materials & supplies</p> <p>Human Resources</p> <p>Elders</p> <p>Additional Human Resource (computer savvy, desktop publishing) dedicated to helping move this strategy/ priority/ initiative</p> <p>Revisit budget for professional resource development and to itemize budgetary line items</p>	<ul style="list-style-type: none"> ♦ Equipment ♦ Intellectual property – copyright process ♦ Public access - website 	<ul style="list-style-type: none"> ♦ Purchase coloured photocopier ♦ Software specific for creation of books? ♦ Grants/ proposals 	<ul style="list-style-type: none"> ♦ Number of books revised ♦ Number of books created ♦ Number of booklets distributed 	<ul style="list-style-type: none"> ♦ 8 book revision priorities: <ol style="list-style-type: none"> 1. Shki-Ntam 2. Dgwaagik Zgaknigeng 3. Ngii Waaboos Goodoomin 4. Anishnaabe Bimaadziwin Kinoomaadwinan 5. Bakade Moosenhs 6. Anishnaabe Bimaadziwin 7. Yearly Calendar ♦ New book development priorities: <ol style="list-style-type: none"> 1. Little NHL 2. Clan systems 	<p>Revised books:</p> <ol style="list-style-type: none"> 1. Due April 30 2. Due May 31 3. Due June 28 4. Due July 31 5. Due Aug 30 6. Due Sept 30 7. Due Nov 29 <p>New books</p> <ol style="list-style-type: none"> 1. Due Dec 20 2. Due Feb 28
<p>1.2</p> <p>Continue to develop, implement and promote, an Elder’s role modeling program and Elder’s In Residence program to support student cultural and language curriculum</p>	<p>BK Principal</p> <p>SWBG Supervisor</p> <p>Ed Cultural Coordinator</p>	<p>Financial</p> <p>Transportation</p> <p>Honorarium</p> <p>Human Resources</p> <p>Elder’s</p>	<ul style="list-style-type: none"> ♦ Lack of Elder participation ♦ Differences in perception/ purpose of concept 	<ul style="list-style-type: none"> ♦ Promotion through Elder’s Council ♦ Identification of Roles / Responsibilities ♦ Annual Orientation at 	<ul style="list-style-type: none"> ♦ Number of participants ♦ Number of days offered ♦ Number of elder visits 	<ul style="list-style-type: none"> ♦ Role Model Program – DC, BK EHS, WALC ♦ Celebrate Elders success in the programs 	<p>April 2019 to March 2020</p>

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
					beginning of school year ♦ Creation of Elder's Skills Inventory Listing	♦ Type of activity of elder's visits		
1.3	Continue to implement and support language programming for basic, intermediate and advanced language learning through conversation (audio/video?) and/or written form	ARSW	Financial Materials & Supplies Workbooks Leveled Curriculum Writers	♦ Lack of participants ♦ Leveled curriculum with learning benchmarks / baseline assessment	♦ Flexible schedule of support worker	♦ Number of participants ♦ Number of classes offered ♦ Number of consistent participants ♦ Identification of level outcomes	♦ Language classes offered throughout Sagamok Anishnawbek Organization ♦ Groups/Location of classes ♦ Monthly schedule of classes	Monthly from April 2019 to March 2020
1.4	Continue to populate and promote the Resource Mate database with Anishnaabemowin resources and link to www.sagamokeducation.ca	ARSW Librarian	Financial Software Licensing Fee Human Resources I.T Assets Computer/Laptop, Books	♦ Connectivity, I.T. support ♦ Additional Funding ♦ Staff reluctance to use database ♦ Competing priorities of limited staff	♦ IT to update and add guest account ♦ Research and proposal writing ♦ Train Staff on database	♦ Number of resources added to database weekly/ monthly ♦ Number of people accessing database	♦ Link to website ♦ Continue populating the database ♦ Catalogue and input all Language resources from Biidaaban Kinooaagegamik ♦ Advertise the database and access at ZWT ♦ Submit with monthly dashboard	April 2019 to March 2020 weekly resource report
1.5	Education Staff will continue to participate in cultural teachings and ceremonies offered through the education unit	All Education staff	Financial Materials/supplies Human Resources Resource People Assets Pow Wow Grounds – Arbor & Scared Fire	♦ Availability of resource people ♦ Work hours / obligations interference ♦ Relief staff ♦ Cultural Leave vs. Training Leave Request	♦ Continued as planned without resource	♦ Number of participants ♦ Number of teachings ♦ Number of ceremonies	♦ Seasonal Smudge & Feast ♦ ♦ Quarterly Staff Meeting Teachings ♦ Water Ceremony ♦ Full Moon Ceremony ♦ Ceremonies 101 ♦ Gender Roles & Responsibilities	June, 2019 September 2019 December 2019 March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
				under HR Policy - bigger organizational discussion				
1.6	Continue to support professional development opportunities in Anishnaabemowin language learning of Education Unit staff	All Education Staff PEPRA (passport)	Financial Materials & Supplies, Registration Fee(s), Travel & Accommodations Human Resources Resource People	<ul style="list-style-type: none"> ♦ Lack of funding / resources ♦ Lack of access to opportunities / time ♦ Lack of commitment ♦ 	<ul style="list-style-type: none"> ♦ Additional funding 	<ul style="list-style-type: none"> ♦ Number of sessions 	<ul style="list-style-type: none"> ♦ KTEI Anishnaabe Odziwin Passport ♦ ATEG ♦ Colleges & Universities ♦ OCF ♦ Language Camps (Sugar Island) 	April 2019 to March 2020
1.7	Appoint an Education Administrative position to link the Elder's Council and Education Work plans	Director of Education	Financial Resources Materials/supplies Travel	<ul style="list-style-type: none"> ♦ Scheduling of meetings 	<ul style="list-style-type: none"> ♦ Review of Terms of Reference for Education admin person responsibilities 	<ul style="list-style-type: none"> ♦ Number of meetings attended ♦ Number of reports 	<ul style="list-style-type: none"> ♦ Identify a staff person to attend and report on meetings of the Elder's Council 	April 2019 to March 2020
1.8	Continue to track staff time on requests made by community of Zagamok Wasseyaankaan Teg Staff	ARSW	Human Resources Executive Assistant	<ul style="list-style-type: none"> ♦ Incomplete requests/ forms ♦ Awareness of services ♦ Connectivity (Internet for emailed requests) ♦ Format and Roll up of Tracking Forms needs to be determined 	<ul style="list-style-type: none"> ♦ Monthly review of form ♦ Promotion of Services ♦ 	<ul style="list-style-type: none"> ♦ Number of new requests ♦ Number of requests completed ♦ Types of services requested ♦ Amount of time spent on requests 	<ul style="list-style-type: none"> ♦ Roll up the data from the tracking form on the monthly dashboard 	Monthly from April 2019 to March 2020
1.9	Continue to promote and support student and teaching staff participation in culturally related	BK SWBG ARSW WALC Teacher	Financial Resources Materials/supplies Transportation Human Resources CWD Staff	<ul style="list-style-type: none"> ♦ Cancellation of programs ♦ Scheduling of resource people 	<ul style="list-style-type: none"> ♦ Resume daily activity within classroom ♦ Evaluation of learning & 	<ul style="list-style-type: none"> ♦ Number of participants ♦ Number of programs offer/attended 	<ul style="list-style-type: none"> ♦ Sugar Bush ♦ Fall Harvest ♦ Tassewang ♦ BK Pow wow 	April 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule
	activities offered within our traditional territory		Elder's Council LRE Staff	♦ Attendance Counts	recording of feedback from participants	<ul style="list-style-type: none"> ♦ Seven Guiding Principles / Sacred Teachings & Character Education - Education Wide Themes Promotion ♦ Biidaaban Talking Circles (when needed) ♦ Gr. 7 & 8 Winter Survival ♦ Child/Student/Elder activities ♦ Smelt Fry ♦ Traditional Medicine Walk/Hike ♦ Residential School visit ♦ Water Walk ♦ Ice Fishing ♦ Snaring ♦ Miigwechwewin Feast 	
1.10	Support the proposed 5 th Annual Anishnaabemowin Enjigbeshing (Language Camp) at Fort La Cloche)	All Education Staff	Financial Resources Transportation Honorarium Materials/supplies Human Resources Proposed Coordinator Summer student(s) Elder's Council CWD Staff LRE Unit P&I Unit External Resource People Assets Fort La Cloche	♦ Lack of interest/ participants	♦ Promotion of event	<ul style="list-style-type: none"> ♦ Number of participants ♦ Number of sessions offered ♦ Number of evaluations 	April 2019 to September 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule
1.11	Coordinate the establishment of a Sagamok Historical Research core group to research and begin the development of a curriculum outline of Sagamok's history	Director of Education Communications Coordinator Education Staff Elder's Council Community Members	<ul style="list-style-type: none"> Time management Dedication to project 	<ul style="list-style-type: none"> Direction given for priority in workplace 	<ul style="list-style-type: none"> Number of meetings Curriculum outlines Number of curriculum piece developed 	<ul style="list-style-type: none"> Quarterly Meetings Core Group development 	April 2019 July 2019 Oct 2019 Jan 2020

Student Success Goal: Implement strategic programs and services to increase student success and promote lifelong learning.

Task ID: Support, promote, and engage students by providing programs and services which will meet the needs, interests, and strengths of all students under Sagamok Education								
2.1	Continue to coordinate student and parent participation in external career related educational opportunities	All Education Staff	Financial Registration fees, Transportation Meals Human Resources Chaperones Teaching Staff	<ul style="list-style-type: none"> Lack of student & parental engagement Lack of financial support Lack of childcare Lack of transportation CPIC 	<ul style="list-style-type: none"> Provide transportation and childcare supports Provide variety of communication methods Seek support from other departments 	<ul style="list-style-type: none"> Number of student participants Number of parents Number of families Number of opportunities provided 	<ul style="list-style-type: none"> Career Fairs (M'Chigeeng) Curriculum and or Career Related Excursions or Field Trips (ex. Indspire) College & University Visits Post-Secondary Campus Visits – potential students ONECA Virtual Tours Skills Canada (SSM) 	April 2019 to March 2020
2.2	Provide parents information, academic progress reports and opportunities to participate	All Education Staff	Financial Materials/supplies Transportation Assets MEC BK	<ul style="list-style-type: none"> Lack of participation Competing with other programs 	<ul style="list-style-type: none"> Provide transportation Provide communiques 	<ul style="list-style-type: none"> Number of parents involved in programming Number of participants 	<ul style="list-style-type: none"> Parent Presentation/Workshop Parent/Teacher Interviews Open Houses Case Conference 	April 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule
in all Educations Program and Services		Daycare Human Resources Elders, Facilitators			<ul style="list-style-type: none"> ♦ Number of activities ♦ Number of evaluations 	<ul style="list-style-type: none"> ♦ Bring your parent to school ♦ Recreational/sporting events ♦ Play Day ♦ Biidaaban Classic ♦ Track and Field ♦ Cross Country ♦ 3 Pitch ♦ Spirit Week Activities ♦ Heart & Stroke Jump Day ♦ Public Speaking ♦ Literacy/numeracy sessions – family days & information sessions ♦ Parent/Child Transition (Daycare Enrollment) ♦ SWBG & Bk Book Fair ♦ Case conference ♦ Student Profiles ♦ Student Assessments <ul style="list-style-type: none"> ♦ ASQ ♦ DRA ♦ EQAO ♦ CAT 3 ♦ Key Math ♦ OWA/ONA ♦ Special Education Services- referrals, assessments, IPRC, IEP 	
2.3 Continue to support students in the attainment of Grade 12 OSSD or equivalent	Student Support Network	Financial Materials/supplies Rental Fees Food/refreshments Human Resources	<ul style="list-style-type: none"> ♦ Lack of motivation ♦ Lack of resources ♦ Parent involvement 	<ul style="list-style-type: none"> ♦ Promote Niigaaniin, EHS transportation services ♦ Home visits 	<ul style="list-style-type: none"> ♦ Number of graduates ♦ Monitor/track cohort course completions 	<ul style="list-style-type: none"> ♦ Reengagement ♦ Referrals ♦ PLAR/MPLAR/ILC ♦ OSSLT ♦ Community Service Hours 	April 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
		Student Support, EHS teachers, RDSB Re-Engagement Teacher RDSB Student Support Workers, RDSB Attendance Worker, EHS Guidance Dept Assets MEC	<ul style="list-style-type: none"> ♦ Addictions ♦ Mental health ♦ Social relationships ♦ Connectivity ♦ Lack of EHS career guidance 	<ul style="list-style-type: none"> ♦ Provide Student Involvement Hours Handbook and Life After Grad Booklet ♦ Promote EHS Homework Club 	<ul style="list-style-type: none"> ♦ Number of Reengagement students at WALC ♦ Number of Reengagement student returning to EHS ♦ Number of guidance service referrals ♦ Number of PLAR/MPLAR/ILC /in class credits achieved ♦ Number of successful OSSLT ♦ Number of referrals to WALC/EHS ♦ Number of total community involvement hours logged for Grade 12 students (percentage) ♦ Number of students with completed community service hours 			
2.4	Continue to implement and deliver career guidance/	Student Support Network	Financial Materials/supplies License Fees	♦ Time	♦ Delivery / capacity building partnerships	♦ Number of activities	♦ Career/Trades Fair – May (Education Month) ♦ My Blueprint – Gr. 7 – 12	April 2019 – March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
sessions to students and or parents		Food/refreshments Transportation Human Resources IT Waawaasnoode & Adult Literacy Teacher Biidaaban teachers EHS Guidance & Aboriginal Student Support Worker Assets MEC, Biidaaban Technology Other Career Cruising, My Blueprint	<ul style="list-style-type: none"> ♦ Lack of student participation /motivation ♦ Lack of capacity ♦ Lack of teacher commitment ♦ Transportation ♦ Lack of Parental Support / Encouragement 	<ul style="list-style-type: none"> ♦ Guest Speakers ♦ Provide Transportation 	<ul style="list-style-type: none"> ♦ Number of participants Evaluations ♦ Percentage of student Blueprint completion ♦ Number of Career Cruising Assessments completed ♦ Number of potential Careers identified by students 	<ul style="list-style-type: none"> ♦ Career Workshops (ASETS, Waawaasnoode, Employment Solutions) 	Gr 12 – Oct 2019 Gr 11 – Nov 2019 Gr 12 OCAS – Dec 2019 Gr 9, 10 – Feb 2020	
2.5	Continue to monitor, track and report on student progress and attendance on a monthly basis	SWBG BK SSSW WALC PSSSP ASETS	Financial Materials/supplies Human Resources EHS Counselor, Biidaaban teachers and support staff, Other Attendance Sheets, Trevlac/FNOSR Microsoft Excel	<ul style="list-style-type: none"> ♦ Time ♦ Lack of resources ♦ Parental engagement ♦ Motivation ♦ Access to relevant/usable EHS Attendance Data 	<ul style="list-style-type: none"> ♦ Consistent communication 	<ul style="list-style-type: none"> ♦ Monthly attendance percentage ♦ Monthly nominal roll numbers 	<ul style="list-style-type: none"> ♦ Trevlac– BK ♦ Google Docs & Excel – WALC ♦ ESIS (EHS) monthly / annual year end ♦ Monthly stats required in reports ♦ Nominal Roll 	Monthly reports due – First Wednesday of each month
2.6	Student Support Network will continue to implement, monitor and document all student transitional activities throughout each academic year	Student Support Network	Financial Materials/supplies, transportation, license fees, Human Resources IT	<ul style="list-style-type: none"> ♦ Lack of identified roles ♦ Lack of accountability ♦ Scheduling conflicts 	<ul style="list-style-type: none"> ♦ Development of program delivery binders which includes roles & responsibilities, check list etc. 	<ul style="list-style-type: none"> ♦ Number of collaborated activities ♦ Number of students reached 	Student Transition Support Plan	April to July 2019 September 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
			Assets MEC Daycare Biidaaban Other Student Transition and Assessment Checklist Relevant Sagamok Anishnawbek documents & forms		<ul style="list-style-type: none"> ♦ Data to be included in Student Support Network minutes 	<ul style="list-style-type: none"> ♦ Number of students attended 		
2.7	Continue to identify supports and refer students to services for their mental health well-being	All Education Staff and Community Wellness Staff	Financial Materials/supplies Transportation Human Resources Resource people Assets MEC, Biidaaban, Daycare, CWD/Saswin	<ul style="list-style-type: none"> ♦ Time ♦ Lack of space ♦ Lack of professional services ♦ Communication ♦ Parent denial/non-supportive 	<ul style="list-style-type: none"> ♦ Consistent collaboration ♦ Mental Health First Aid (MHFA) Training ♦ Provide transportation ♦ Identification 	<ul style="list-style-type: none"> ♦ Number of activities ♦ Number of participants 	<ul style="list-style-type: none"> ♦ Referrals to CWD and external agencies ♦ Referrals to School Based Mental Health Worker 	April 2019 to March 2020
2.8	Continue to coordinate and/or deliver educational/preventative workshop/sessions bi-annually to students, parents and families on Mental Health Wellness Topics	ESSW SBMHW SSSW WALC	Financial Materials/supplies Rental Human Resource Resource people Other Education Month NAAAM / Mental Health Awareness Week	<ul style="list-style-type: none"> ♦ Lack of participation ♦ Time management/scheduling 	<ul style="list-style-type: none"> ♦ Communication of event ♦ Incentives 	<ul style="list-style-type: none"> ♦ Number of sessions provided ♦ Number of participants ♦ 	<ul style="list-style-type: none"> ♦ Age appropriate topics ♦ Classroom presentation by Saswin and other Services 	Sept 2019 to June 2020
2.9	Monitor and track reported incidents of bullying /lateral violence within	All Education Staff	Human Resource HR Manager Joint Health & Safety Committee	<ul style="list-style-type: none"> ♦ Unreported incidents ♦ Lack of knowledge on 	<ul style="list-style-type: none"> ♦ HR to provide session on proper reporting processes 	<ul style="list-style-type: none"> ♦ Number of incidents reported ♦ Number of incidents resolved 	<ul style="list-style-type: none"> ♦ Student Incident Report Forms ♦ Staff Incident Report Forms ♦ Review all relevant policies 	Monthly

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
	educational environments/workplaces			reporting procedures / follow up				
2.10	Coordinate and/or deliver educational/preventative sessions quarterly to students, parents and families on the topic of bullying	All Education Staff	Financial Materials/supplies Rental Human Resource Resource people	<ul style="list-style-type: none"> ♦ Lack of participation ♦ Time management/scheduling ♦ Lack of parental involvement 	<ul style="list-style-type: none"> ♦ Communication of event ♦ Incentives 	<ul style="list-style-type: none"> ♦ Number of sessions provided ♦ Number of participants 	<ul style="list-style-type: none"> ♦ Age appropriate topics ♦ Claudette & Lorrie Ann ♦ Samantha & Becky ♦ Colleen E & Becky ♦ Lorna & Andrea 	<p>May 2019 Aug. 2019 Nov. 2019 Feb. 2020</p>
2.11	Monitor, track and document all students' academic performance, within staff monthly reporting format	All Education Staff	Other Reporting template	<ul style="list-style-type: none"> ♦ All student performance is not documented 	<ul style="list-style-type: none"> ♦ Develop student performance trackers for each educational level 	<ul style="list-style-type: none"> ♦ Number of credits/certificates attained ♦ Number of student assessments/reviews ♦ percentage of cohort retention 	<ul style="list-style-type: none"> ♦ Credit Attainment ♦ Student Assessment ♦ Cohort Retention Rate (%) ♦ Student semester retention rates 	<p>April to June 2019 Sept. 2019 to March 2020</p>
2.12	Continue to coordinate, and/or deliver addictions awareness programming/sessions in collaboration with CWD for delivery at BK, EHS, WALC	All Education Staff	Financial Materials/supplies Human Resources Resource people School Mental Health Worker Other CWD Healing & Addictions Workplan	<ul style="list-style-type: none"> ♦ Lack of funding ♦ Lack of human resources 	<ul style="list-style-type: none"> ♦ Additional proposals 	<ul style="list-style-type: none"> ♦ *Number of activities coordinated/delivered ♦ Number of participants 	<ul style="list-style-type: none"> ♦ NAAAM (Rachel & Claudette) ♦ Youth Addictions Talking Circle (YATC) 	<p>NAAAM – Nov 2019</p> <p>(YATC) April to June 2019, Sept. 2019 to March 2020</p>
2.13	Continue to celebrate student success throughout all education levels	All Education Staff	Financial Funding Human Resources Resource people	<ul style="list-style-type: none"> ♦ Lack of funding 	<ul style="list-style-type: none"> ♦ Additional proposals 	<ul style="list-style-type: none"> ♦ Number of events ♦ Number of students 	<ul style="list-style-type: none"> ♦ Graduation Ceremony ♦ Student Recognition – EHS ♦ Spartan Awards ♦ Anishnaabemowin Teg 	<p>April to June 2019 Aug. 2019 to March 2020</p>

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			Biidaaban Parent Committee			<ul style="list-style-type: none"> /graduates recognized ◆ Number of BK Bimaadziwin Certificates 	<ul style="list-style-type: none"> ◆ FNMI Student Awards ◆ Every Child Shines ◆ Biidaaban Monthly School Assembly ◆ WALC Year End Activity ◆ Biidaaban Attendance Awards ◆ SWBG Reading Certificates 	
2.14	Promote linkages between Biidaaban Kinoomaagegamik and Library Service to integrate literacy resources and activity centre in the Library	BK Principal Librarian Literacy Resource Teacher	Other Library Space Resources Computers	<ul style="list-style-type: none"> ◆ Lack of collaborative efforts ◆ Funding 	◆ Proposal research & submission	<ul style="list-style-type: none"> ◆ Number of interactions between identified parties ◆ Six meetings per year ◆ Number of classes utilizing library service each month 	<ul style="list-style-type: none"> ◆ Reading Centre ◆ Technology Centre ◆ Levelled Reading ◆ Monthly collaborative meetings documented 	Every second month between April – June 2019 Sept. 2019 – March 2020
2.15	Co-facilitate the after school reading program between Librarian and BK Teachers	Librarian BK Teachers	Financial Funding	<ul style="list-style-type: none"> ◆ Lack of funding ◆ Staff schedules ◆ Lack of capacity ◆ Lack of commitment ◆ Lack of participant interest 	<ul style="list-style-type: none"> ◆ Additional proposals ◆ Flex schedule ◆ HR 	<ul style="list-style-type: none"> ◆ Number of after school programs offered ◆ Number of student participants in programs 	<ul style="list-style-type: none"> ◆ Monthly calendar ◆ Monthly reports 	April – June 2019 Sept. 2019 – March 2020
2.16	Provide and promote Library services for public usage and accessibility	Librarian	Financial Materials/supplies Other Sign in Sheets Resource Mate	<ul style="list-style-type: none"> ◆ Staff schedule ◆ Health & Safety Issue ◆ Obsolete? Due to online/e-books 	<ul style="list-style-type: none"> ◆ Flex schedule /hours for day and evening programming ◆ Security Equipment ◆ Develop and implement client 	<ul style="list-style-type: none"> ◆ Number of patrons ◆ Number of Computer usages logged 	<ul style="list-style-type: none"> ◆ Monthly calendar for September 2017 to March 2018 ◆ Types of services accessed by community ◆ Community member attendance 	April 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
					<ul style="list-style-type: none"> satisfaction survey ♦ Book mobile 	<ul style="list-style-type: none"> ♦ Number of books signed out by community ♦ Number of Library Service Postings, Posters, Bulletins, etc. 	<ul style="list-style-type: none"> ♦ Patron recruitment ♦ Promote hours and programs 	
2.17	Provide library services for classes and students usage and accessibility	Librarian	Financial Materials/supplies Other Sign in Sheets Resource Mate	<ul style="list-style-type: none"> ♦ Staff schedule 	<ul style="list-style-type: none"> ♦ Flex schedule /hours for day and evening programming ♦ 	<ul style="list-style-type: none"> ♦ Number of students by grade ♦ Number of books signed out by students 	<ul style="list-style-type: none"> ♦ Student attendance ♦ Types of services accessed by students ♦ Types of activities offered to classes 	April 2019 to June 2019 September 2019 to March 2020
2.18	Provide opportunities to students to participate in community based homework & tutoring services during exam week and/ or as requested	PSSSW WALC staff	Financial Materials & supplies Human Resources EHS Teacher Volunteer/Peer Tutors	<ul style="list-style-type: none"> ♦ Lack of participation ♦ Lack of peer/parental support ♦ Lack of student motivation 	<ul style="list-style-type: none"> ♦ Communiqués ♦ Signage ♦ News Submissions ♦ Online tutoring (ie. Google docs) 	<ul style="list-style-type: none"> ♦ Number of homework club sessions offered ♦ Number of participants ♦ Monthly cost for program delivery ♦ Number/ type of promotional pieces 	<ul style="list-style-type: none"> ♦ Secondary ♦ WALC ♦ Post-Secondary 	April to June 2019, Oct. 2019 to March 2020 Promotion Blitz in June 2019 & Jan 2020 (before EHS exam week)
2.19	Continue to provide individual and or group based Career & Employment coaching	ASETS Coordinator ASETS ICDSO ASETS FAA	Financial ASETS funding Niigaaniin Post Secondary	<ul style="list-style-type: none"> ♦ Lack of funding agreement ♦ Lack of participation ♦ Lack of collaboration with referring agencies ♦ Lack of follow up 	<ul style="list-style-type: none"> ♦ Funding renewal agreements (increase) ♦ Training centre 	<ul style="list-style-type: none"> ♦ Number of sessions offered ♦ Number of participants ♦ Number of participants that identify a career pathway 	<ul style="list-style-type: none"> ♦ Career counselling – one on one and/or groups 	April 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
2.20	Continue to support individuals accessing employment & training services and resources	ASETS Coordinator ASETS ICDSO ASETS FAA	Financial ASETS funding	<ul style="list-style-type: none"> ♦ Lack of funding agreement ♦ Lack of funding eligibility ♦ Lack of participation ♦ Lack of space 	<ul style="list-style-type: none"> ♦ Funding renewal agreements (increase) ♦ Training centre 	<ul style="list-style-type: none"> ♦ Number of individual counselling sessions logged in ARMS ♦ Number of group sessions offered ♦ Number of participants ♦ Number of workshops offered 	<ul style="list-style-type: none"> ♦ TWS Career Exploration – ASETS ♦ Summer Job Skills Enhancement ♦ Orientation Training ♦ Co-op ♦ Co-op credits for summer jobs ♦ Resumes, Interview skills workshops, smart serve 	April 2019 to March 2020
2.21	Offer community based program(s) within Sagamok	Director of Education ASETS Coordinator PSSSWs	Human Resources Niigaaniin; Secondary Support Worker; WALC Coordinator; Ec. Dev. Officer; ZEI	<ul style="list-style-type: none"> ♦ Lack of collaboration ♦ Lack of eligible applicants ♦ Lack of interest 	<ul style="list-style-type: none"> ♦ Identified protocols ♦ Identify Specific Timeframes and tasks 	<ul style="list-style-type: none"> ♦ Programs identified ♦ Eligible applicants 	<ul style="list-style-type: none"> ♦ Developmental Services Worker Program ♦ Pre-Trades ♦ Early Childhood Education ♦ Personal Support Worker Program 	April 2019 to March 2020
2.22	Research and identify learning management system (LMS) to create (or transfer) and manage online post secondary orientation	PSSSWs	Financial Licensing fee Human Resources Jeff Moulton	<ul style="list-style-type: none"> ♦ Loss of MySmarts ♦ Connectivity ♦ Internet access ♦ Student Account Manager 	<ul style="list-style-type: none"> ♦ Attendance at the Post-Secondary Orientation in Sagamok 	<ul style="list-style-type: none"> ♦ Re-Implementation of Online Post-Secondary Orientation Session (Sagamok learning site?) ♦ Number of students completing orientation through online system 	<ul style="list-style-type: none"> ♦ Post-Secondary Orientation completion with online option 	August 2019 to September 2019

Communication and Collaboration Goal: Exercise effective communications to collaborate and inform students, staff and community of educational opportunities and practices.

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule
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Task ID: Promote and deliver programs and services through the use of technology, community events, activities, and forums and through a case management process

3.1	Promote programs and services through various media outlets and community events	All Education Staff	<p>Financial Materials & supplies, transportation</p> <p>Human Resources Communications Coordinator Parents</p> <p>Assets MEC, Biidaaban Kinoomaagegamik, Shki Waase Aaban Binoojiinh Gamik</p> <p>Other Career Cruising; My Blueprint</p> <p>Other Attendance Sheets; Student Transition Support Plan</p>	<ul style="list-style-type: none"> Connectivity Lack of attendance/participation; Time/ scheduling Communication Completion deadlines 	<ul style="list-style-type: none"> Additional proposal submission Provide transportation Different forms of communication After school programming Home visits Extend second invitations Send reminders 	<ul style="list-style-type: none"> Number of Articles submitted and posted Number of participants Number of activities Number of evaluations Number of Communiques Monthly Attendance Summaries 	<ul style="list-style-type: none"> Promotion of all programs, services and activities within Education Newsletter, Website, Monthly calendar, Quarterly Bulletins Program pamphlet updates Community Events: <ul style="list-style-type: none"> Fall Fun Day (Paulette & Charlene) Christmas Gathering (Mark & Josephine) Health Fair (Colleen E & Mark) Treaty Day (Marjorie & Charlene) NAAAM (Rachel & Claudette) Bullying Awareness Week (Lorrie Ann & Paulette) National Child Day Nov (Colleen T & Andrea) Submission of Articles <ul style="list-style-type: none"> Colleen T: Margaret: Lorna: Jennifer: Back to School Stress Management (submitted June for 2nd Qtr Bulletin) 	<p>April 2019 to March 2020</p> <p>Program pamphlet updates due by: April 30th, 2019</p> <p>Printing completed by May 2, 2019</p>
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Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
						<ul style="list-style-type: none"> ♦ Marjorie: Language Revitalization & Language Camp (submitted June for 2nd Qtr Bulletin ♦ Rachel: 		
3.2	Continue to provide educational resources & prevention information to parents at program specific activities	All Education Staff	Financial Materials/supplies	<ul style="list-style-type: none"> ♦ Lack of participants ♦ Lack of resources 	<ul style="list-style-type: none"> ♦ Promotion of event(s) ♦ Individual invitations 	<ul style="list-style-type: none"> ♦ Number of resources provided ♦ Type of resources provided ♦ Number of participants ♦ 	<ul style="list-style-type: none"> ♦ Valentine's Day Tea ♦ Easter Dinner ♦ Mother's Day Dinner ♦ Father's Day Dinner ♦ Family Fun Day – August ♦ Grandparent Day ♦ Thanksgiving ♦ Halloween ♦ Remembrance Day ♦ National Child Day ♦ Winter Fun Activities ♦ Festivities Concert ♦ Christmas Breakfast/Luncheon ♦ Parent Night ♦ Home visits ♦ Reading Program ♦ Education Month Activities ♦ Invite a Parent to School ♦ Take your students to Work ♦ Class Dojo 	April 2019 to March 2020
3.3	Continue to collaborate and communicate the status of the First Nation School Health Support Services Program for the delivery of High Cost Special Education	Director of Education BK Principal SWBG Supervisor	Financial Materials/supplies, Human Resources Director of CWD Wikwemikong M'Chigeeng Whitefish River	<ul style="list-style-type: none"> ♦ Lack of funding 	<ul style="list-style-type: none"> ♦ Additional proposal submission 	<ul style="list-style-type: none"> ♦ Number of SEAC members ♦ Number of meetings attended ♦ Number of communications 	<ul style="list-style-type: none"> ♦ Monthly Director of Education's report ♦ Establishment of the SEAC 	June 2019 Sept. 2019 Dec. 2019 March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule
	Services to leadership and community		Assets BK school			to parents & community	
3.4	Implement and monitor the internal Education Unit case management System	Director of Education ASETS Coordinator WALC Adult Literacy Instructor Executive Assistant	Other Meeting schedule	♦ Time Management	♦ Quarterly meetings	♦ number of internal referrals made ♦ Number of transferred cases ♦ Number of collaborated cases	♦ Monthly report April to August 2019
3.5	Collaborate, with CWD and Sudbury Health Unit, to implement and facilitate the delivery of Health & Physical well-being programs to students at the school	Director of Education BK Principal SWBG Supervisor	Human Resource BK Principal Shki Waase Aaban Binoojiinh Gamik Supervisor PTAG	♦ Lack of parental engagement ♦ Scheduling ♦ Lack of consent ♦ Differing family values/opinions (immunization)	♦ Proper notification ♦ Informed consent provided	♦ Number of programs ♦ Number of students ♦ Number of Parents Engagement	♦ Head checks ♦ Diabetes Awareness ♦ Dental Screening & Brushing ♦ Immunization ♦ Emergency Contact Information ♦ Breakfast/Lunch Program ♦ Mental Health/Well Being Awareness ♦ Communicable Diseases April 2019 to March 2020
3.6	Collaborate with CWD to implement the Sagamok Children's Health Survey at Biidaaban and EHS	ESSW SSSW	Human Resource CW Director	♦ Short Timefram	♦ Scheduling	♦ Number of surveys completed	♦ Monthly report updates April 2019 to May 2019
3.7	Promote and increase the number of profiles within the Human Resource Skills inventory database through various media outlets	ASETS Coordinator PSSSW's	Human Resource HR Manager Ec. Dev. Officer ZEI Special Projects Officer Other Export Database	♦ Connectivity ♦ Training on Database ♦ Cost for users ♦ Privacy Issues/Concerns ♦ Utilization by Employers	♦ Site accessibility ♦ Training ♦ Budget	♦ 75 individuals registered in the database	♦ Website(s) ♦ Quarterly Bulletin ♦ Sagamok News April 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule
				♦ User Updates			
3.8	Creation and publication of an Education Annual Report	All Education Staff	Financial Materials/supplies Human Resources IT, Communications Officer Assets Sagamok Anishnawbek Newspaper	♦ School year vs fiscal year ♦ Year round (non-semester) educational funding under ASETS ♦ Staff computer skills/formatting	♦ Pre-determined format submissions ♦ Number of program reports submitted on time ♦ Annual Report contains all data identified	♦ Report from September 2018 to August 2019 ♦ Format to fit the four pillars ♦ Data related to graduation & cohorts, attendance, demographics, performance, retention, programming, special needs, academic streams etc.	Staff submissions due Sept 13 Report compilation and printing completed by Sept 30
3.9	Continue to build teacher and support staff capacity to improve upon student programming for student success, i.e. effective teaching skills, classroom management, behaviour intervention, assessments and evaluation, duty to report, mental health, cultural competency training, technology in the classroom, etc.	BK Principal SWBG Supervisor	Financial Funding Human Resources Resource people Other Speech & language, Edu-psychological	♦ High staff turnover ♦ Available timeframe & length of training ♦ Lack of supply staff ♦ Availability of trainer/location of training	♦ Employee recognition ♦ Number of training sessions ♦ Number of related professional development activities ♦ Number of P.L.C ♦ Number of AQ Certifications	♦ PD & PLC ♦ AQ Certifications ♦ In Service CPI – Non-Violent Crisis Intervention Training	April to June 2019, Sept 2019 to March 2020 Sept 2019
3.10	Continue to monitor and report on student health related issues and refer to health services as required	ESSW SWBG Supervisor	Human Resource Health Manager BK Principal Director of Education	♦ All health related issues not being tracked	♦ Meets identified reporting requirements ♦ Number of health related issues ♦ Type of health related issues ♦ Number of referrals made ♦ Number and type of outbreaks	♦ Health related issues forms	April to June 2019 Sept. 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
3.11	Produce and distribute the Quarterly Education Unit Newsletter	All Education Staff	Other Colour photocopier	<ul style="list-style-type: none"> Lack of submissions Photocopier issues 	<ul style="list-style-type: none"> Reminders to staff before deadline date 	<ul style="list-style-type: none"> Completion of Newsletter Distributed to BK students, Sagamok Buildings and Community Stores 	<ul style="list-style-type: none"> April to June (Samantha) July to Sept (Jennifer) Oct to Dec (Josephine) January to March (Margaret) (submissions due first Friday of the month prior to quarter) (distribution on last Wednesday of the month) 	April 2019 to March 2020
3.12	Monitor, evaluate and improve the Sagamok Education Website	All Education Staff	Human Resource Communications Liaison Worker Communications Coordinator	<ul style="list-style-type: none"> Time Lack of submissions Miramar control 	<ul style="list-style-type: none"> Appointed staff person from each department ASETS trainee Advertisement of Website 	<ul style="list-style-type: none"> Number of departmental submissions Number of website updates Number/type of Advertisements/Promotions of website Number of website hits 	<ul style="list-style-type: none"> Quarterly meetings Populated website from each department 	April 2019 July 2019 Oct 2019 Jan 2020
3.13	Incorporate Sagamok Educational historical information on the Sagamok education website	Director of Education Communications Liaison Worker	Human Resources Communications Liaison Worker Historian	<ul style="list-style-type: none"> Capacity Access to information timing 	<ul style="list-style-type: none"> Specific Workplan Staff mentors 	<ul style="list-style-type: none"> Number of webpages created Number of articles/documents uploaded 	<ul style="list-style-type: none"> Monthly staff meeting update reports BK historical background SWBG historical background 	April 2019 to March 2020
3.14	Continue to support the partnership with the First Nations with School Collective in the development of Governance & Leadership strategies and Funding Formulas research	Director of Education; Education Committee Chief and Council members	Financial Funding Human Resources Consultants, translators	<ul style="list-style-type: none"> Lack of professional consultants Lack of funding Lack of community approval Language barrier 	<ul style="list-style-type: none"> Additional proposal submission Regular communication Translation 	<ul style="list-style-type: none"> Number of meetings Number and type of communications 	<ul style="list-style-type: none"> Inform through Monthly reports, communications to community Community Forums 	April 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
3.15	Jordan's Principle Collaboration	Director of Education BK Principal	Human Resources Children & Youth Program Manager	♦ n/a	♦ n/a	♦ Number of sessions	♦ Monthly reporting on numbers	May 2019
3.16	Coordinate the establishment of a Sagamok Historical Research core group to research and begin the development of a curriculum outline of Sagamok's history	Director of Education	Human Resources Historical Researcher Communications Coordinator Education Staff Elder's Council Community Members	♦ Time management ♦ Dedication to project	♦ Direction given for priority in workplace	♦ Number of meetings ♦ Curriculum outlines ♦ Number of curriculum pieces developed	♦ Quarterly Meetings ♦ Core Group development	April 2019 July 2019 Oct 2019 Jan 2020

Governance & Leadership Goal: Create a governance model (Education Law) with a shared/collective vision that includes effective processes and self-determining advancement.

Task ID: Facilitate and monitor the development of a system that will provide direction and a framework for/in the education system								
4.1	Review existing policies & procedures and make recommendations for change as necessary	All Education Staff	Other All relevant policies Annual Policy Acknowledgement Forms Policy Tech	♦ Lack of time ♦ Recommendations not considered ♦ Scheduling External policies that have an effect on Sagamok policies (ie. Nog)	♦ Priority of HR ♦ Policy Tech	♦ Number of program policies reviewed	♦ Review and provide recommendations to Sagamok Anishnawbek Policies ♦ SWBG ♦ PSSS Policy ♦ WALC ♦ ASETS Policy ♦ BK Policy with Health Policy and Tracking Form	April 2019 to March 2020
4.2	Continue to build capacity by networking and building relationships with local, regional (PTOs) and national governments &	All Education Staff	Financial Funding Human Resources External organization FNwSC	♦ Connectivity ♦ Timeline ♦ Relief staff	♦ PD Days ♦ PLCs	♦ Number of meetings attended	♦ Monthly reports to include all meetings/sessions attended with which organizations	April 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule
organizations to stay current in educational trends and best practices		School Health Support Services Kenjigewin Teg ♦ ONECA ♦ Aboriginal Affairs Committee ♦ LUNEC ♦ NSTC ♦ COO ♦ UOI ♦ FNAC ♦ ATEG				♦ Number of partnerships established	
4.3 Continue to build capacity, enhance and support professional development of all staff	All Education Staff	Financial Travel Fees Accommodations Other External Training Centres	♦ Timing / Scheduling ♦ Lack of participation ♦ Relevance	♦ Sharing skills/knowledge summary report at staff meetings/ with co workers	♦ Number of certificates ♦ Number of Professional hours registered	♦ Truth & Reconciliation ♦ Dept. Wide Training ♦ Team Building ♦ Communication ♦ Myers Briggs ♦ Visioning Exercise	April 2019 to March 2020
4.4 Incorporate the 12 Determinants of Well-being into a monthly reporting template	All Education Staff	Human Resource Community Development Manager	♦ Time ♦ Human capacity	♦ Work with the Community Development Manager as required	♦ Number of Determinants correlated to activities in staff monthly reports ♦ Number of individuals reached by each activity/area	♦ Monthly report correlation to 12 determinants of wellbeing ♦ Det. #1: Basic Physical Needs ♦ Det. #2: Spirituality, Vision, and Purpose ♦ Det. #3: Cultural integrity and identify ♦ Det. #4: Strong families and clans ♦ Det. #5: Strong bonds of unity, cooperation, social support and belonging	April 2019 to March 2020

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
						<ul style="list-style-type: none"> ♦ Det. #6: Protection, safety, and security ♦ Det. #7: Adequate power, freedom and voice ♦ Det. #8: Adequate income and sustainable economics ♦ Det. #9: Community climate that nurtures and supports healing, learning, personal growth and creativity ♦ Det. #10: Open, healthy communication and access to information ♦ Det. #11: Critical learning opportunities ♦ Det. #12: Adequate infrastructure, human services and social net 		
4.5	Bi-Annual review of 2019 - 2020 Master Workplan	All Education Staff	<i>Other</i> Pre-scheduled monthly staff meetings	♦ Time	♦ Full Day Staff Meetings	<ul style="list-style-type: none"> ♦ Number of Master workplan reviews ♦ Number of tasks completed ♦ All tasks completed in timely manner ♦ Annual report is easily compiled and completed 	<ul style="list-style-type: none"> ♦ Reports submitted by first Wednesday of the month ♦ All staff reports are accurate and efficiently informative 	Sept 30, 2019 Jan 27, 2020
4.6	Final Report of the 5 year Biidaaban Kinoomaagegamik Comprehensive School Evaluation	Director of Education BK Principal	<i>Other</i> Review updates Director of Education Monthly Report <i>Human Resource</i>	♦ Time management	♦ PD Day to review 5 year plan with school staff	♦ 1 Final Report	♦ Final Report Completed	PD Day in June 2019

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule	
			BK Principal Daycare Supervisor				Sept /Oct Report to Council	
	Review the Language Immersion Report and its recommendations with leadership to develop an implementation plan	Director of Education PERPA	Final Strategic Report	<ul style="list-style-type: none"> ♦ Scheduling 	<ul style="list-style-type: none"> ♦ Targeted Review dates ♦ Actionable implementation plan 	<ul style="list-style-type: none"> ♦ Number of recommendations implemented 	<ul style="list-style-type: none"> ♦ Report Reviewed with leadership ♦ Implementation Plan developed 	Review of Report in Q1 Development of Implementation Plan Q2
4.7	Collaborate with the proposal writer to review potential funding opportunities aligned with education workplan and initiatives	Director of Education Executive Assistant ASETS Coordinator WALC	Language Camp Coordinator Communications Liaison	<ul style="list-style-type: none"> ♦ Lack of Resources ♦ Lack of Funding Sources 	<ul style="list-style-type: none"> ♦ Quarterly meetings 	<ul style="list-style-type: none"> ♦ Number of funding sources identified ♦ Number proposals submitted ♦ Number of proposals approved ♦ Percentage of ask approved 	<ul style="list-style-type: none"> ♦ Task #: 1.1 ♦ Task #: 1.4 ♦ Task #: 1.6 ♦ Task #: 2.12 ♦ Task #: 2.13 ♦ Task #: 2.14 ♦ Task #: 2.15 ♦ Task #: 2.19 ♦ Task #: 2.20 ♦ Task #: 3.1 ♦ Task #: 3.3 ♦ Task #: 3.14 	April 2019 July 2019 Oct 2019 Jan 2020
4.8	Develop and implement Program Evaluation Models for each program to assess and improve program quality, effectiveness, and client satisfaction	Program Leads	Survey Monkey Comment Cards Digital Devices Website	<ul style="list-style-type: none"> ♦ Timing ♦ Resources ♦ Implementation ♦ No community buy-in / participation 	<ul style="list-style-type: none"> ♦ Incentives ♦ Evaluation consultant 	<ul style="list-style-type: none"> ♦ number of program evaluation models developed ♦ number of evaluation models implemented ♦ number of surveys/feedback received ♦ number of roll up reports 	<ul style="list-style-type: none"> ♦ Staff communication ♦ Staff Training ♦ Student/Client Satisfaction ♦ Program Effectiveness 	April 2019

Task	Execution of Work	Resources Required: Financial, HR, Assets, Other	Key Risks	Mitigation Strategies	Measures for Success	Reporting Indicators	Schedule
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