



# **ROLLING RIVER SCHOOL DIVISION ACTION PLAN**

**Superintendent's Year End Progress Report to  
Rolling River School Division Board of Trustees**

**2011 – 2012**

## **Vision**

Citizens who enrich our world.

## **Mission**

Rolling River School Division, in partnership with parents and community, provides a quality education, within a safe and caring learning environment, encouraging personal excellence, with dignity and respect for all. Rolling River School Division commits to graduating students who have the knowledge, skills and values that empower them to contribute positively and meaningfully in an ever changing local and global community.

## **Beliefs**

We believe:

- All students have the ability to learn and achieve success.
- All students are unique and learn in different ways.
- All students are valued for their individual gifts, talents and diversity.
- All students can conduct themselves in an ethical manner.
- All students can positively influence their world.

## **Division Educational Priorities**

1. Excellence in Education
2. Healthy Living
3. Sustainable Future
4. Community Partnerships

# **ROLLING RIVER SCHOOL DIVISION ACTION PLAN**

**2011 – 2012**

## **Year End Progress Report**

**ROLLING RIVER SCHOOL DIVISION BOARD OF TRUSTEES**

### **TABLE OF CONTENTS**

<b>Board Governance</b>	<b>Page 1</b>
<b>Curriculum and Programs</b>	<b>Pages 2 - 5</b>
<b>Student Support Programs</b>	<b>Pages 6 - 7</b>
<b>Computer Technology</b>	<b>Pages 8</b>
<b>Administration, Human Resource Management &amp; Finance</b>	<b>Pages 9 - 10</b>
<b>Pupil Transportation</b>	<b>Page 11</b>
<b>Maintenance and Facility Operations</b>	<b>Pages 12 - 13</b>

**Print Colour:** [First Progress Report](#)

[Second Progress Report](#)

[Final Progress Report](#)

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Community Connection &amp; Communication</b>	Sr. Adm. & Trustees	*Trustees to participate in scheduled Community Engagement in Education Decision Making meetings *Promoting success to the public	*One meeting held with 70% of Trustees in attendance *Two more meetings held with high Trustee attendance *All meetings had high Trustee attendance *More articles in Minnedosa Tribune *Public Finance Meeting *Positive radio & Free Press interviews	*Better understanding of community issues *Public has greater awareness of school division success *70% attendance at Community Engagement in Education Decision Making by Trustees	2014  2012  2012
<b>Open Communication Among Board Members</b>	Sr. Adm. & Trustees	*Schedule every 2 <sup>nd</sup> or 3 <sup>rd</sup> Board meeting an agenda item to discuss items from 2011 Board Evaluation *Review skills required for open and honest dialogue	*Have not done to date *Scheduled for March 21, 2012  *Have not done specifically but have had open & honest dialogue *Increased in sharing of opinions even when different from those already shared	*Schedule is made *Trustees are more able to implement skills required for open dialogue	2011 2012
<b>Trustee will be knowledgeable and familiar with educational issues</b>	Sr. Adm. & Trustees	*Regular big idea conversations at the Board level *Trustees to receive articles on education from Sr. Adm *Sr. Adm to report on RRSD initiatives and their success using data *Trustees to attend divisional & school P.D. sessions	*Conversation assessment, school plans and priorities *Assessment *Have sent out 2 articles *Continued to send out articles *Article on Poverty in MASS Journal was introduced *Has not been done to date *Reported on Early Years Literacy Project *Reported on Report Cards & implementation strategy *Has been one to date *Attendance at March 9/12 Divisional P.D.	*Trustees grow in insight & understanding of educational issues *Trustees are able to speak about RRSD initiatives using data	2013  2012
<b>Governance by ensuring what we believe is prevalent in each decision</b>	Sr. Adm. & Trustees	*Refer to Vision, Mission & Belief Statements when making decisions *Asking the thoughtful & proactive questions re: educational issues & decisions *Sustainability conversations about divisional strategies and/or direction	*Verbal reference to VMB has been minimal but desk pads with VMB wording has been good reminder. *Good discussion re: issue raised in Oak River School Review *Believe in Equity for students and future discussions are planned *Has been some conversation about sustainability *WAN & New Division Office	*Vision, Mission & Belief Statements are brought into the conversation more often & more easily *Continued implementation of sustainable activities/programs	2013  2014
<b>Sustainable Development will be included in Business and Administration</b>	Sr. Adm.	*Integrate Sustainable Development principles as a common practice in the Divisional review of Policies	*Only one Policy committee meeting and mostly reviewed list of what to review for 2011-12 *Has on occasion been incorporated into discussions but not yet imbedded in all conversations.	*Policies and procedures / regulations will include principles of sustainable development philosophy	2011-2016

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<p><b>Priority: <u>Excellence in Education</u></b></p> <p>EY students in RRSd will be functionally literate by the end of Grade 3.</p>	<p>Marg Janssen</p> <p>Joe Stouffer</p>	<p>Work with Literacy Coach in 2011-12:</p> <ul style="list-style-type: none"> <li>- Set a divisional vision re: Early Literacy</li> <li>- Set school visions re: Early Literacy</li> <li>- Coach will work with classroom teachers and school teams re: observation surveys, guided reading &amp; writing, running records &amp; analysis, data collection and analysis, tracking students over time (including "assessment wall")</li> <li>- Coach will work with Resource Teachers re: Levelled Literacy Intervention</li> </ul> <p>Reading Recovery in 4 schools: Rivers Elem, TCS, Erickson Elem, &amp; Douglas</p>	<p><b>Literacy Coach:</b></p> <ul style="list-style-type: none"> <li>- Has worked with all K-3 teachers in their schools &amp; classrooms to coach, demonstrate, provide feedback in their guided reading lessons;</li> <li>- Has inserviced new teachers in running records, observation surveys, and analysis</li> <li>- Has inserviced K-3 teachers (Grade Group PD) re: analysis of running records</li> <li>- Has inserviced Resource Teachers in Benchmark Assessment and Levelled Literacy Intervention</li> <li>- Schools have established their Assessment Walls or are in the process of establishing; also, student tracking (binders) in place for students K-3; (file folders) 4-6</li> </ul> <p><b>Literacy Coach:</b></p> <ul style="list-style-type: none"> <li>- Continues to work with school teams in guided reading</li> <li>- Works with teacher volunteers around guided writing</li> <li>- Grade Groups have continued</li> <li>- All Assessment Walls are established</li> </ul> <p>Baseline data has been established division-wide. Not all schools / grades indicated student growth in literacy.</p> <p><b>Currently 8 students enrolled in Reading Recovery (2 per school)</b>  <b>Currently 8 students enrolled in Reading Recovery (2 per school)</b>  <b>New teacher (Forrest Elem) appointed for 2012-13</b>  <b>RR intervention this year as follows:</b></p> <ul style="list-style-type: none"> <li>• Douglas: 5 students – 3 discontinued; 1 incomplete (moved); 1 referred for further support</li> <li>• Rivers: 6 students – 5 discontinued; 1 referred for further support</li> <li>• Erickson: 5 students – 2 discontinued; 1 incomplete; 1 referred; 1 carry over to Sept</li> <li>• TCS: 4 students – 2 discontinued; 2 referred</li> </ul>	<p>Data will indicate growth in literacy for each student in Gr. 1-3.</p>	<p>2014-15</p>

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<p>Students in Grades 4-8 will achieve the math outcomes for their grade level.</p>	<p>Marg Janssen  Tracy Kingdon  Keely Harrison</p>	<p>Students requiring intervention through LLR, Resource, RR, etc. will receive the supports necessary to achieve growth.</p> <p>Teachers will continue to receive PD in First Steps in Math (consolidation year) with facilitating teachers.</p> <p>Teachers will receive PD in supporting assessment program, "Numeracy Nets"</p> <p>Teachers will track student progress and will provide additional supports for students requiring intervention.</p>	<p>Levelled Literacy Intervention in place for Gr 2 students at Erickson Elem; Literacy supports in place for students in Rivers Elem; Regular resource supports in other schools Resource teachers trained in LLR – have implemented as meets the needs of students / schedules. Intensive supports continue as needed (Erickson Elem)</p> <p>First PD date (of 3) for new teachers – November 17 "Consolidation / Numeracy Nets" dates: Dec. 9 (Gr. 7/8); Jan 30 (4-6) Training for new teachers now complete. "Consolidation / Numeracy Nets" PD now complete</p> <p>Numeracy Nets ordered for teachers who have been trained. Numeracy Nets in place Gr 3-8 – will be in place for Sept 2012.</p> <p>TCS has tracking mechanism in place using Numeracy Nets (binders); will implement at remaining schools once teachers have been trained in Numeracy Nets. Not yet in place for schools other than TCS Baseline data not established across the Division</p>	<p>Data will indicate growth in numeracy for each student in Gr. 4-8.</p>	<p>2014-15</p>
<p>High school students will achieve the required number of credits, or complete their individualized program, to graduate.</p>	<p>Marg Janssen  H/S Principals</p>	<p>Teachers will implement RRSD assessment policies and procedures.</p> <p>Teachers will continue to receive PD around "best practice" in assessment for learning:</p> <ul style="list-style-type: none"> <li>- Rick Wormeli –Sept 30 Div PD</li> <li>- Work with Damian Cooper will be confirmed and plan will be in place</li> </ul>	<p>Assessment Policy in place. Principals monitoring interim reports and conducting "mini-observations" and debriefing sessions</p> <p>Rick Wormeli cancelled 24 MY and SY teachers attended Damian Cooper workshop Oct. 14. Registration for Div Book Study open. Rick Wormeli session – March 9 – feedback very positive Book studies – MY session – 5 participants; SY session – 8 participants No further contact with Damian Cooper re: PD plan</p>	<p>Data will indicate whether students are "on track" beginning in Grade 9.</p>	<p>2011-12</p> <p>2011-12</p> <p>2011 – on-going</p>

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
		<p>Subject group teachers work together to determine essential outcomes, plan units, and set common summative assessments.</p> <p>Members of the RREAL Team will attend the Assessment Conference in Toronto in October.</p> <p>A formal tracking method will be developed divisionally, and students will be tracked through H/S to ensure students are meeting grad requirements.</p> <p>An “assessment manual” outlining grading guidelines, provincial policy and expectations will be developed for use for Gr. 7-12 teachers.</p>	<p><b>Essential Outcomes almost complete – some subjects need refining; some optional courses pending.</b>  <b>Compulsory subjects complete. Optional courses pending.</b>  <b>Many subject groups have completed course outlines.</b></p> <p><b>No longer necessary – Damian Cooper in Brandon.</b></p> <p><b>Not yet in place – new provincial report card will track this information.</b>  <b>End of year data:</b>                      Elton – total credits attempted: 1301; total incomplete: 11; total failures: 13                      ECI – total credits attempted: 692; total incomplete: 23*; total failures: 4                      MCI –total credits attempted: 2060; total incompletes: 70*; total failures: 38; total dropped credits: 3                      RCI: total credits attempted: 851; total incomplete: 59; total failures: 53</p> <p><b>Anticipated graduates:</b>                      Elton – 36/38                      ECI – 24/24                      MCI – 53/54                      RCI – 22/25</p> <p><b>Completed and distributed.</b></p>	<p>Essential Outcomes will have been established in all core subjects.</p> <p>RREAL Team members will act as facilitators in grade group meetings re: essential outcomes, unit plans, assessments.</p> <p>Teachers will implement expected strategies and practices as indicated by their evaluation.</p> <p>Administrators will recognize good assessment strategies and will be able to assist staff in their implementation.</p> <ul style="list-style-type: none"> <li>• On-going (not yet established)</li> </ul>	<p>2011 – on-going</p> <p>2011-12</p> <p>2011-12</p>

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<p>The new Teacher Supervision and Evaluation model will be implemented.</p> <p>Teachers will understand inquiry teaching and learning, and will understand the role of technology as a tool in its implementation.</p>	<p>Marg Janssen</p> <p>Grant Butler Jodi Hrymak Reg Klassen Marg Janssen</p>	<p>RREAL Team will receive training in the use of the new Teacher Supervision and Evaluation model and will implement for the 2011-12 school year.</p> <p>Presentation unveiling new model will be made to the Board by end of October.</p> <p>New policy will be drafted and in place by end of October.</p> <p>A pilot project will be implemented, with at least one teacher from each school. Teachers will meet on a regular basis to learn about inquiry, and will discuss, design and practice.</p> <p>Teachers who are leading the project will serve as mentors to their colleagues.</p>	<p><b>On-going through RREAL Team PD; model (in draft form) in place.</b>  <b>Some challenges in implementation (time, format, follow-up conversations).</b>  <b>Not yet met.</b>  <b>More PD necessary (March RREAL Team meeting)</b>  <b>More 1-on-1 discussions with principals necessary</b>  <b>All teachers evaluated using new format.</b>  <b>Some challenges in using the model – implementation on-going</b></p> <p><b>Did not occur – date to be set</b>  <b>Presented Feb 15/12</b></p> <p><b>Did not occur – will bring to Policy Review in 2012.</b></p> <p><b>Teachers have met 4 times to learn together and share information.</b>  <b>Teachers have continued to meet regularly one time per month. A philosophy statement has been written (draft).</b>  <b>Eight teachers to Heidi Hayes Jacobs workshop (21<sup>st</sup> C Curriculum) in Feb.</b>  <b>One teacher to visit inquiry classrooms in RETSD.</b>  <b>Philosophical statement established &amp; model created</b>  <b>Teachers involved in project have realigned teaching practice to reflect inquiry teaching and learning.</b></p>	<p>Principals will have completed a minimum of 10 cycles of mini-observations the end of the school year.</p> <ul style="list-style-type: none"> <li>On-going (not yet established)</li> </ul> <p>All classroom teachers will have received an evaluation by the end of the school year.</p> <ul style="list-style-type: none"> <li>All teachers except EES teachers evaluated</li> </ul> <p>Teachers involved in the project will realign their teaching practice with the principles of inquiry learning.</p> <p>A division wide model will be created and implemented for subsequent years.</p>	<p style="text-align: center;">2012-13</p>



## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will you take?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress to date)</i>	<b>Indicators of Progress</b> <i>(What evidence exists that the goal/initiative is being met?)</i>	<b>Target for Completion</b> <i>(What is the initiative expected to be completed)</i>
<b>All students with special needs funding will participate in their IEP meetings for a minimum of 30 minutes per meeting.</b>	L. Martin/ Res. Teachers School Teams	*Share this outcome with Resource teachers and school administrators *Develop/share variety of ways that students can participate *Include notations of student participation in the minutes of IEP meetings	*Students' participation began in June round of IEP meetings. Some schools included all students. *Shared expectation of student involvement with both RREAL team and RTs. *Estimate that 75-80% of students are attending their meetings (range of 15 minutes to full meeting); continue to reinforce students as primary "stakeholder" in the planning process *From the schools that reported (8/15), 53% of funded students attended their SSP meetings for an average of 15 minutes per meeting. *Continue in 2012-2013 (See Goal #1 – 2012-2013 Plan)	*Minutes of RT and RREAL Team meetings indicate sharing of information *Student Participation ideas will be posted on RT workspace *SSPs will include notations of participation	2011-2012
<b>All students enrolled in Life Skills will participate in appropriate work placements for a minimum of 2 hours per week.</b>	L. Martin G. McNabb G. Kuhn	*Share the outcome with LS teacher *Create a list of possible work placements *Include work skill development in the IEP (SSOs) *Ensure sufficient budget in place to support	*Nothing to report *Not met yet. Accessibility is a challenge in the Forrest community * Not met yet.	*LS students' SSPs will include work skill SSOs *Students will be in work placements	2011-2012
<b>All students (aged 16 years and over) with special needs will have a Transition Plan that includes a minimum of 2 outcomes that are directly linked to the student's plans after school leaving.</b>	L. Martin Res. teachers School Teams	*Share the outcome with SY Resource teachers *Review the Transition document with SY RTs *Develop list of questions/concerns *Request Manitoba Education consultant to address above list *Create exemplars of school-work/adult services SSOs and put on RT work space	*Senior Years Resource Teachers will meet before Christmas. *Not met yet. Consultant booked for review of document but cancelled at last minute. Will reschedule. * Not met yet * Will continue as part of Resource Delivery Model Review next school year.	*Meeting date set for SY resource to review document *List of question/ concerns generated *Manitoba Education consultant in division *Exemplars on the RT workspace	2011-2012
<b>In IEPs, staff will create Student Specific Outcomes (SSOs) that fulfill the 5 requirements of SMART outcomes (Specific, Measurable, Achievable, Relevant and Timely).</b>	L. Martin SY Res. Staff School teams	*Develop exemplars (posted on Resource work space) *Create a rubric for self-review *Sharing and editing at Resource Teachers meetings	*Minimum of 30 minutes will be set aside from every Resource Teacher meeting to evaluate and edit Student Specific Outcomes so they meet the SMART requirements. *Core Competency Workshop held on Oct. 27 – all principals and Resource teachers attended. Some Guidance staff attended as well. *Continuing to focus on outcomes at RT meetings * Will continue as part of Resource Delivery Model Review next school year.	*Exemplars posted on RT Workspace *Rubric created and used *Minutes of Resource Teachers meetings indicate SSO review took place	2011-2012

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will you take?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress to date)</i>	<b>Indicators of Progress</b> <i>(What evidence exists that the goal/initiative is being met?)</i>	<b>Target for Completion</b> <i>(What is the initiative expected to be completed)</i>
<b>All IEP meetings will use a common process to develop and review IEPs.</b>	L. Martin Res. Teachers	<ul style="list-style-type: none"> <li>*Create common process with Resource teachers</li> <li>*Share with Senior Admin and School administrators</li> <li>*Determine technological requirements</li> <li>*Create and submit budget request to Sr. Admin, Board of Trustees</li> <li>*Implement process</li> </ul>	<ul style="list-style-type: none"> <li>*Common format developed and implemented in the June round</li> <li>*Will use RT meetings to develop common process for full implementation by June, 2012 round.</li> <li>*Process discussions continue.</li> <li>*Adaptation Plan format reviewed, will present to RTs on March 22, Administrators to follow.</li> <li>* Adaptation Plan in use for next school year</li> <li>* Will continue as part of Resource Delivery Model Review next school year.</li> </ul>	<ul style="list-style-type: none"> <li>*Common process developed and posted on RT Workspace</li> <li>*Minutes of RT and RREAL team mtgs. indicate review and discussion of process</li> <li>*Budget request created and submitted</li> <li>*Process implemented in all IEP mtgs.</li> </ul>	2012-2013

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Appropriate band width and technology for student teaching</b>	G. Butler	*Signing a long term agreement for the creation of a WAN that will see improved connectivity for students and schools.	*The NEW RFP has been posted on MerX site Hope to have a new contract by the end of December. *Waiting for the approval. *Contract has been signed. The plan to build is in progress	*Agreement has been signed; schools are connected with a Fibre connection.	June 2012
<b>Onanole 1 to 1 Project</b>	G. Butler/ J. Hrymak	*Working with students and staff at Onanole Elementary to integrate technology in all subject areas.	*All Netbooks are up and running - Quote "We are further ahead using netbooks than we ever were using a lab." Students are using the netbooks every class every day. *Students and staff are using technology to problem solve, create, share and collaborate.	*Students and staff will use technology to problem solve, create, share and collaborate.	June 2012
<b>Inquiry Project</b>	G. Butler/ J. Hrymak	*Inquiry-Based Learning Model for Rolling River School Division. *Develop strategies to move teachers to an inquiry model.	*Have had 4 days of workshops, reviewed 2 books on Inquiry Based Learning and 21 <sup>st</sup> Century Skills. *Sessions have continued, last session had a focus on 21 century skills and integration of technology. *Teachers gave reports on Inquiry has changed their way of teaching	*Teachers are using Inquiry-Based Teaching Model in their classrooms.	June 2012
<b>PowerTeacher Gradebook</b>	G. Butler / G. Bilcowski	*Meeting with elementary staff to move to an electronic gradebook. *Communicating with parents through PowerSchool.	*Meeting with all Elementary schools and reviewed GradeBook. *Been to all Elementary schools twice to go over Gradebook and Parent Portal. Majority of Grade 5 – 8 teachers are using Gradebook.	*All staff are using the electronic gradebook	December 2011
<b>Elementary Parent Portal</b>	G. Butler	*Meeting with parents from the elementary schools to access the parent portal in PowerSchool.	*Nothing done at this time. *Majority of schools have opened the parent portal for parents to access information. *MCI – 80% , Elton – 60%, ECI – 30%, RCI – 25% of student records are accessed through the portal *Elementary parents are not accessing the portal	*Parents are accessing the Parent Portal.	December 2011
<b>Open access for students to bring their own devices</b>	G. Butler/ R. Adams	*Opening wireless access points for students in the high schools.	*At the present we have 99 students and 26 staff that have signed up for access to the wireless connection in the schools. *We have over 200 students and teachers signed up to access the wireless network. (big jump after Xmas.) *Over 400 student devices and 130 staff devices are accessing the Wireless network in the schools.	*Students can freely use their own devices in school.	October 2011

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2013-2014

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the data / initiative expected to be completed?)</i>
<b>Bellamy will be operating and functionality improved</b> <i>Priority- Sustainable Future</i>	K. McNabb L. Good R. Adams	* Implement additional modules of Bellamy software program - work order - inventory - human resource management - budget **Improve functionality of Bellamy – develop reports, manuals, assistive information for users	*Functionality is improving – will continue to implement modules –, Excel Integration (by Jan 2012), HR (by April 2012)Report design (when available), Work Order and Inventory (by Sept 2012) *Excel integration training completed- some issues with the program need to be addressed. Loss of key payroll staff at Bellamy has slowed implementation of HR module. Business Dept. staff will meeting April 4 to review progress with Bellamy and plan for further implementation of programs to December 2012. *Modules still to implement – HR, Inventory / Assets Management – Attending user group meetings and users are gaining better functionality and problem solving issues independently.	*Additional modules of Bellamy are working *Functionality of Bellamy is improved – users become proficient in the programs and reports.	2011-2013
<b>Comprehensive Inventory Management system will be operating</b> <i>Priority- Sustainable Future</i>	K. McNabb G. Butler L. Good	*Implement a comprehensive Inventory Policy and Procedure/Regulation *Implement Bellamy Inventory Management System Software *Develop procedure for inventory management	*Planned implementation of Work Order and Inventory module in Bellamy by Sept 2012. *Bellamy Modules still to implement -Inventory / Assets Management – Will proceed with development of a Policy and then develop a procedure based on Bellamy inventory program	*Inventory system will effectively track goods acquisition, consumption and disposal. *School staff will be following policy/regulations.	2011-2013  2012-2013
<b>School staff will accurately complete GST claim process</b> <i>Priority - Sustainable Future</i>	K. McNabb L. Good	*Develop an accountable school GST claim process and guidelines for funds based on data from MCI audit *Secretaries will be trained and guidelines added to the School Funds Manual *Expand the GST claim process to the other schools in 2012	*No progress.	*Audit of GST claims accurate and will provide reduced expenditures from School funds –Guidelines will be developed. *GST claims processed accurately.	2011-2013
<b>Division communication will be efficient with minimal duplication</b> <i>Priority- Sustainable Future</i>	Sr. Adm. G. Butler L. Good	*Complete a review of all Administrative and Human resource forms, procedures, manuals, processes *All Administrative forms will be centrally organized in a coordinated system	*Consolidated 2 conferences with office related forms *Limited progress – need to re- evaluate our needs and continue with the project in 2012-13	*Administrative and Human Resource practices will be centrally located, user friendly and used as per policy/regulation.	2011-2013
<b>Sustainable Development will be included in Business and Administration</b>  <i>Priority -Sustainable Future</i>	Sr. Adm.	*Integrate Sustainable Development principles as a common practice in the Divisional review of Policies	*Limited progress – need to re-prioritize this and focus on continuing with the project in 2012-13.	*Policies and procedures / regulations will include principles of sustainable development philosophy. *Employees will exhibit sustainable development practices in the workplace.	2011-2016
	K. McNabb L. Good	*Review Division Office Operations re: Sustainable Development practices *Develop and implement practices that support sustainable development	*Paper tender prioritizes recycled paper or paper produced from sustainable forestry operations. *Limited progress – need to re- prioritize this and focus on this project in 2012-13	*Division Office operations will have incorporated sustainable development practices	2011-2012

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2013-2014

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the data / initiative expected to be completed?)</i>
<b>All worksites in the Division will comply with WSH regulations</b>  <i>Priority- Healthy Living</i>	K. McNabb	* Develop and implement a plan to address deficiencies Science Lab survey.	*Meeting held with PSFB staff Nov 8, 2011 to assess need for renovated Science room at MCI – Science Lab Renewal program *MCI Science Lab project approved - at sketch plan development stage-approval to proceed to construction document stage is pending. Anticipate construction in Fall2012.	*Areas of deficiencies identified will be resolved.	2011-2013
	K. McNabb	*Develop and implement positive options for training and development in safe workplace practices. Safe Work manuals will be updated	*WSH conference established in First Class *Completed Hearing Screening for all at risk employees. Will implement hearing program recommendations and hearing protection aids for employees in spring 2012 – full operational program by Sept 2012. *Follow-up testing to be completed on identified staff and hearing protection issued to all at risk staff in Fall 2012.	*Employee hearing in the workplace is protected. Employees do not exhibit hearing loss due to noise levels in the work place.	2011-2013
<b>The Division will be well prepared for declining enrollment</b> <i>Priority- Excellence in Education</i>	K. McNabb	*Complete an analysis of the cost of operations of small school versus consolidation of school spaces to support analysis of options *Present findings to the Board	*Cost analysis completed for Oak River School Review was completed. *Oak River School review completed. Do we still want to pursue a cost review of other schools?	*The Board will have a plan for declining enrollment	2011-2013

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Update web page information</b>	D. Tesarowski	*Post current and useful information on the Division Transportation web page	*No progress *6 ideas for change – in progress *Scheduling a meeting with admin to approve changes	*Completed with more updated/current information	2011-2012
<b>Research and obtain an apprentice mechanic</b>	D. Tesarowski	*Work with the local high school program	*Ken is at this point, is planning on working another year in the garage. *Anticipating Ken to retire from the garage in June 2013.	*Hire an appropriate replacement for K. Betteridge upon retirement	2012-2013
<b>Achieve a one hour bus ride</b>	D. Tesarowski	*Be as close to a one hour bus ride as practical	*We have reduced our routes by one from last year to 34 in total. *Continuing to review routes and make appropriate changes	A summary report has been sent to Senior Administration for review	Complete for 2011-12 yr
<b>Continue to find, train and maintain drivers, both spare and full time</b>	D. Tesarowski M. Bukarz	*Ensure working conditions, re-numeration, and responsibilities are managed to ensure continued interest in the job.	*We are currently advertising in the Onanole, Erickson and Sandy Lake areas for Spare Bus Drivers. We have two Minnedosa Area drivers being trained and near completion. The 3 drivers we hoped to train in the Douglas/Forrest area have appeared to of lost interest. *Running more ads with hopes to train more drivers. Two drivers added to the spare list since September 2011. *Driver training is ongoing with two drivers nearly completed, one ready to interview. More spare drivers needed	*Ensure we have enough drivers & spare drivers to manage the challenges. Currently we are doing ok but need to continue to be active in recruitment and training.	On-going

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Improve aesthetics &amp; safety of building exteriors</b>	L. Dobreen Mtce Staff Contractors	*RCI - replace sidewalk & landing - NE entrance	*Work has been completed	*Improve drainage away from school	2011-2012
		*MCI - replace steps & landing - SW entrance		*Safe & level exit from school	2011-2012
	L. Dobreen Mtce Staff	*Tanner's/MCI - clean up after flood	*Clean-up has been completed	*Repair damage from flood – play structure *Remove sand bags – landscaping	2011-2012
	L. Dobreen Contractor	*Tanner's - parking lot upgrade	*Waiting for reply from Zenith Paving – received pricing from Zenith Paving)	*Parking lot will be resurfaced	2011-2012
<b>Improve aesthetics &amp; safety of building interiors</b>	L. Dobreen Contractor	*MCI – build a new canteen	*Work has started – new canteen should be ready for Sept. - Completed	*New canteen will meet today's standards	2011-2012
	L. Dobreen Mtce Staff	*School bathrooms partitions replacement	*Partitions have been measured – Ready to order *Received partitions and MCI will be completed March/2012 *Completed	*Improve cleanliness of bathrooms	
		*School gym's acoustical panel replacement	*Have scheduled Douglas Elem. for Christmas break – completed *Elton scheduled for Spring Break *Completed	*Improve acoustics & appearance of gym	2011-2012
		*Fire Alarm upgrade at Forrest Elem.	*Have hired Dunsmore Eng. to do plans & specs.	*Improve life safety system for school	2011-2012
		*New P.A. system for Forrest Elem.	*System has been ordered – installed completed	*Improve safety of school	
		*Surveillance cameras for high schools	*Completed the upgrade at MCI to existing system, working good – now upgrading ECI, Elton and RCI *Completed	*Improve safety in school *Improve quality of existing camera system	2011-2012
		*DDC/Control systems	*Replaced controls on boilers in Rivers Elem. School *Completed	*Improve heating control	2011-2012
		*TCS – PA System replacement	*Waiting for WAN to be completed	*Improve safety of school	2011-2012
		*Server room air conditioning	*RCI, Elton & Douglas has been completed; MCI – left to do *MCI is not completed	*Cool server room down so equipment runs better	2011-2012
	L. Dobreen Jenkins Carpets	*Flooring for TCS, ECI & MCI	*Have booked installer for July / August – All flooring is complete	*Floors installed	2011-2012
L. Dobreen Painter	*Painting in schools; Summer Plan – finish Douglas & Erickson Elem. Start MCI this fall	*Painting in Douglas & Forrest Elem – Completed; *Working on MCI	*Douglas & Erickson Elem. will be completed	2011-2012	
<b>5 Year Capital Plan for Schools</b>	Sr. Adm. L. Dobreen	*Meet with Reg, Marg & Kathy to discuss needs of our schools, structural, roofing, access, mechanic and renovations		*5 year Capital Plan completed & submitted	2011-2012

**ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2011-2012 to 2014-2015**

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Custodians &amp; Mtce staff will become more knowledgeable in safety procedures</b>	L. Dobreen K. McNabb	*Asbestos training for Maintenance staff		*All Mtce. Staff trained	2011-2012
<b>Submit a plan for Division Office, Trspt., Mtce. Facility</b>	Sr. Adm. L. Dobreen Operations	*Investigate options	*Met on Oct. 31/11 to discuss with DO Adm. & Mgr's *Have met with Adm. & Committee to discuss our options and have a plan in place in 2012.	*Bring forward recommendations for future	2011-2012