



# **ROLLING RIVER SCHOOL DIVISION ACTION PLAN**

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

**2012 – 2013**

## **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**

**2012 – 2013**

**ROLLING RIVER SCHOOL DIVISION BOARD OF TRUSTEES**  
**Year End Progress Report**  
**June 12, 2013**

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## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2012-2013 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 Partnerships</b>	Sr. Adm. & Trustees	*Hold community engagement meetings *Promote success to public	*Letters have gone out to PAC for meeting dates. *Articles in Minnedosa Tribune. *4 meetings with PAC groups have been held. *Articles in paper re success in schools. *Held meeting in each community of Ward 4 & 5. *Planning.	*Better understanding of community issues *2 meetings in each catchment *Regular articles in local papers *Increased attendance by community members	2014 2013
<b>Excellence in Education</b>	Sr. Adm. & Trustees	*Regular big idea conversation *Sharing of articles pertinent to Board conversations	*Have had two conversations to date. *Articles regarding poverty. *Continue with minimum of 1 per month. *Continued with one conversation per month.	*Increase conversations with local PAC	2012 - 2013
	Sr. Adm. & Trustees	*Incorporate relevant data into the conversation *Trustees to attend Divisional & school P.D. *Action Plan is discussed in greater detail	*Has been some Trustee participation. *Nov 19 discussion. *Changed Action Plan discussion.	*Trustees are able to speak about RRSD initiative, using data *Board conversations will reflect knowledge of educational issues *Action Plan is used as measure of RRSD success	2012 - 2013
<b>Healthy Living</b>	Sr. Adm. & Trustees	*Address pertinent findings from Board Evaluation *Review skills required for open & honest dialogue	*Nov 19 discussion. *Not started. *Reviewed on November 19th. *Reviewed on March 12th.	*3 conversations by Board on areas as highlighted by the evaluation	2012 – 2013
		*All decisions place student learning and well-being as the 1st priority *Work to maintain & improve relationships with employee groups	*Began educational costs and poverty discussion. *Decision to buy school supplies at nominal fee for parents. *Ask for conciliation over arbitration. *2% increase to salaries for non-union. *Held non-union employee group meeting. *Discussed during Budget re: fiscal restraint & future taxes.	*Minutes & decisions reflect student learning & well-being were an integral part of the conversation *Documentation of meetings	2012 – 2013
<b>Sustainable Future</b>	Sr. Adm. & Trustees	*Integrate the principles of sustainability in decision making *Develop, check list to ensure correct questions have been asked re: sustainability *Write RRSD Philosophy statement on Sustainability	*Completed for Policy Committee and shared with Board. *Not started. *Not started.	*Sustainability becomes a regular part of discussion & decision making *Policies & regulations include principles of sustainability *Board passes philosophy statement on sustainability	2012 – 2016



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<b>MY &amp; SY students will competently read content materials at grade level.</b>	Marg Janssen Donna Alexander	Literacy Coach: <ul style="list-style-type: none"> <li>- Will work with Teacher Leader in 4 HS re: coaching reading strategies across the content areas</li> <li>- Will help establish base line data re: reading levels with teachers</li> <li>- Will provide PD, mentorship with MY and HS teachers</li> </ul>	EES – total 4 students; 3 discontinued, 1 referred Forrest – total 8 students; 5 discontinued, 1 referred, 2 carry-overs RES – total 5 students; 5 discontinued TCS – total 6 students; 3 discontinued, 2 referred, 1 carry-over  *Deb Nykoruk – Rapid City to receive training in RR for 2013-14  *Initial meetings at HS in September *Base line data (content reading levels) established *Nov 5 Literacy PD (1/2 day) – Sr Literacy Coach facilitating *One-on-one coaching with teachers in their classrooms – in each catchment 1 x / cycle *Reading strategies - regular item on ECI, MCI staff mtg agendas (PD) *Coach also working with Gr 7/8 teachers upon request *Have received positive feedback from principals * One-on-one coaching in classrooms Gr 7-12 * Continued positive feedback – principals have indicated a need to continue *Report to be submitted end of June	Standard Reading Assessment (SRA) indicating students are able to read with proficient comprehension text materials and subject resources	2013-14
Priority: <u>Excellence in Education (Assessment)</u>  <b>Students' report cards will indicate achievement of outcomes and learning behaviours as prescribed by Manitoba Education</b>	Marg Janssen  Barry Lee Jason Cline	Voluntary implementation of provincial report cards 2012-13  Divisional inservice – Sept 24 Report card comments writing workshop – Nov. PD as necessary	*Div inservice completed *mRLC Report Card Implementation for Leaders – 4 principals participating (first mtg Oct 18) *SAGE Day – some work around Report Card writing *End of semester reports (HS) completed; 2 <sup>nd</sup> term reports (EY & MY) reports completed – still need to work with teachers re: report card categories and designations; also appropriate comments *April school based PD – 4 schools working on report card implementation *Year One of implementation to be complete with June reports – a number of recurring issues to be resolved over the next year (including accuracy of marks, report card categories, designations and appropriate comments)	Student grades are determined by outcomes. Assessment of learning behaviours is evidence-based.  RC comments are diagnostic & prescriptive (ie strengths, challenges, next steps)	2013-14

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		Continued work in outcomes & backwards design (unit planning) – new SY math courses, Gr 5-8 core subjects	<ul style="list-style-type: none"> <li>*Gr 7/8 Math outcomes complete</li> <li>*Gr 7/8 ELA outcomes complete</li> <li>*No further Divisional work this term – will continue after spring break</li> <li>*Some teachers involved in mRLC: EY science; MY math; SY social studies</li> <li>*To be continued next year</li> </ul>	Course outlines, unit plans and assessments are based on essential outcomes & enduring understandings.	
<p><i>Priority: <u>Excellence in Education (Inquiry)</u></i></p> <p><b>Students’ level of engagement and responsibility for learning will increase when in an inquiry learning classroom.</b></p>	Reg Klassen Grant Butler	Second teacher cohort will be established: <ul style="list-style-type: none"> <li>- Teachers will meet once / month to learn, discuss, design, analyze, reflect on their practice</li> <li>- Teachers will learn to integrate different technology tools /programs</li> </ul> First cohort will continue to meet and will mentor first group.	<ul style="list-style-type: none"> <li>*Began meeting with staff chosen for the cohort</li> <li>*cohort continues to meet –participants are demonstrating evidence of increased use of Inquiry Based Learning</li> <li>*Presentation given on Inquiry Based Learning at Florida Educational Technology conference</li> <li>*Cohort members finished the year by making videos of themselves and students discussing what how Inquiry had changed their classroom and learning.</li> <li>*1st cohort participants worked with 2<sup>nd</sup> group for first three sessions</li> <li>*Have not had a session with 1<sup>st</sup> cohort but is being planned.</li> <li>*1<sup>st</sup> cohort met to review and discuss how their 2<sup>nd</sup> year had gone.</li> </ul>	Students’ learning will reflect an increase in the use of technology.  Students will be more actively involved in their learning (research, discovery, application of technology)	June 2013
<p><i>Priority: <u>Excellence in Education (Teacher Supervision and Evaluation)</u></i></p> <p><b>Teachers will set professional growth goals based on 2011-12 evaluations.</b></p> <p><b>Principals will effectively supervise and accurately evaluate teachers in</b></p>	Marg Janssen	RREAL Team PD on-going: <ul style="list-style-type: none"> <li>- Effective supervision strategies and conversation “starters”</li> <li>- Mentoring / modeling for principals, as needed</li> </ul> Draft rubrics finalized Rubrics developed for specialty area teachers (Resource, Guidance)	<ul style="list-style-type: none"> <li>*Walk through training completed – Marg &amp; James Sheppard</li> <li>*Mentoring / modelling for some administrators</li> <li>*Work on teacher evaluation rubrics on-going</li> <li>*Work on principal evaluation rubrics on-going</li> <li>*Work on evaluation rubrics on-going</li> </ul>	Mini-observations consistent and on-going; accurate record-keeping  Evaluations reflective of supervision evidence  Teachers meeting their learning goals	June 2013

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<b>order to help teachers achieve their growth goals.</b>		Policy completed	<ul style="list-style-type: none"> <li>*Teacher evaluation rubrics draft to be completed over summer and ready for September implementation</li> <li>*Principal evaluation rubrics complete and used in principal evaluations</li> <li>* Continued work with principals necessary – some new principals re: new Teacher Supervision and Evaluation model</li> <li>*Existing rubrics used to guide teacher evaluation</li> <li>*No rubrics developed for Resource or Guidance</li> <li>*Policy not completed – to be deferred o 2013-14</li> </ul>		



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<b>All students with special needs funding will demonstrate skills in active participation and self-advocacy.</b>	L. Martin	*Students will attend their SSP planning and review meetings for a minimum of 30 min. *Develop/share variety of ways that students can participate (post on the Resource workspace *Include notations of student participation in the minutes of SSP meetings * Develop rubric for assessment and evaluation of Student Participation and Self-Advocacy	*Standing item on RT agenda – sharing ideas and strategies to include students in their SSP meetings *Discussed development of the rubric with RTs, identified continuum for development of self-advocacy skills *Ad hoc committee to be struck (incl. RTs, GC, SW, admin & SSC) to develop Student Participation & Self-Advocacy rubric *Student Participation & Self Advocacy has been added as a Domain on SSP (IEPs & BIPs) * Rubric complete and shared with RTs at the May 29 meeting for use in IEP development for 2013-2014 school year * Will review throughout next school year	*Anecdotal evidence from all partners (parents, students, teachers, administrators, clinicians) * Improved student participation and self-advocacy skills will be evident in data collected	June 2013
<b>All students currently enrolled in the divisional Life Skills program will be educated appropriately in their home schools 100% of the time.</b>	L. Martin	*Professional Development plan for High Schools: <ul style="list-style-type: none"> <li>o Life Skills Programming for administrators and Resource teachers,</li> <li>o Differentiated Instruction/Modifications for classroom teachers</li> <li>o Sharing Opportunities with current Life Skills teacher and HS Student Services teams</li> </ul> *Assess school facilities  *Assess and update school resources as necessary	*SY RTs will meet for approx. 2 hours during each RT meeting (while Joe Stouffer works with Elementary RTs) *Identified programming and facility needs; schools will use that data to assess readiness and identify “gaps” * Monthly meetings with RTs continued * Have met with HS administrators * Site visitations to be completed by Spring Break - discussion re: facility, resources, staff readiness - 2 site visits completed: MCI & ECI *Recommendations for PD as necessary (some already registered) * School visits completed * Transition meetings in progress preparing for next year * RTs attending conferences focussed on Augmentative Communication, using visuals * Involving the Work Experience Coordinators to assist in work placements as appropriate	*All students will receive full day appropriate programming in their home schools          *Each High School will have appropriate facilities “resources” in place	September 2013
<b>All Student Services personnel will have a better understanding of their roles and responsibilities within the divisional and school Student Services Teams</b>	L. Martin M. Janssen	*Conduct a review of the Resource Delivery Model * Review following job descriptions: Clinicians (Division Social Worker/Behaviour Specialist, Speech-Language Clinician), Educational Assistants, Resource Teachers and Guidance Counsellors	*The following groups have participated in review of their job descriptions: Educational Assistants (Oct. 19) Guidance Counsellors (Nov. 8) Itinerant Resource Teacher (Oct. 24)  *Job Description Reviews: Resource Teachers *Review of Resource Delivery model begun with Asst. Supt; revised model to be more inclusive (Guidance, Div Services, outside agencies’ services, threat	*Resource Delivery Model review complete, and updated. *Job Descriptions updated and approved *Staff will implement the Resource Delivery Model effectively	May 30, 2013

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		* Divisional Student Services Team Meeting to review roles and responsibilities within the team	assessment, student transition processes, etc * Job Descriptions complete * Updated Student Services Binder headings set * Complete Binder and hold meeting next year		

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<b>Connected all schools to the WAN</b> <i>Priority – Healthy Living &amp; Sustainable Future</i>	G. Butler R. Adams L. Dobreen	*Installation of fibre to all schools.	*Installation has begun in Forrest (both schools), Rivers (both schools) and Minnedosa (all sites). Anticipated to go “live” January 2013. *Fibre has been connected at Division office, MCI, TCS. Rivers schools *The remaining schools are on schedule as set out in the agreement. *The following schools still be to connected, Douglas, Rapid City, Erickson school and Onanole.	*Students and staff are able to connect to the internet by high speed connection.	August 2014
<b>RRSD will issue Provincial Report Cards in an Electronic Format</b> <i>Priority – Community Partnership</i>	M. Janssen G. Butler	*Working with staff to report to parents, using an electronic report card.	*November report card will be distributed in electronic format. *Changes / updates as per Manitoba Education & Pearson (PowerSchool vendor) will be on-going *HS 1 <sup>st</sup> semester reports out early Feb – fewer tech problems; *EY/MY reports out early Mar – also fewer tech problems *Still work to do around teachers’ understanding of PowerSchool / report card software *Working on the Graduation Planner, the last piece of the Provincial report card that has be done	*Report cards are printed and given out to parents.	November 2012
<b>Improve the cataloguing and distribution of library materials in all schools.</b> <i>Priority – Excellence in Education</i>	G. Butler	*Review of new library management software. *Design full day of training for staff and set date. *Move data from Maplewood to new system.	*Full day training for librarians re: Maplewood software and management of iPad apps  *New library software not yet chosen *Discussions with Asst. Supt re: appropriate software with proposed central library model *Started the process of moving to the New Library software program. *Gathering schools library data to be converted.	*New library software has been chosen. *Data has been moved from Maplewood into the new library package *All Librarians have been trained in the new program.	September 2013
<b>Inputting Outcomes Grade 5 to 8</b> <i>Priority – Excellence in Education, Sustainable Future</i>	G. Butler G. Bilcowski	*Inputting divisional outcomes in PowerTeacher Gradebook. *PD for staff in using PowerTeacher Gradebook for recording outcomes.	*Not yet started – outcomes not yet made available *No further action *No further action	*Teachers are using Gradebook to record outcomes.	January 2013
<b>Inputting Outcomes Grade K to 4</b> <i>Priority – Excellence in Education, Sustainable Future</i>	G. Butler G. Bilcowski	*Inputting divisional outcomes in PowerTeacher Gradebook. *PD for staff in using PowerTeacher Gradebook for recording outcomes.	*Not yet started – outcomes not available *No further action *No further action	*Teachers are using Gradebook to record outcomes.	January 2014

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<p><b>All students and staff will have unlimited and uninterrupted access to technology</b>  <i>Priority – Excellence in Education, Sustainable</i></p> <p style="text-align: center;"><i>Future</i></p>	<p>G. Butler R. Adams</p>	<p><b>*MCI 1 to 1 / BYOD</b></p> <ul style="list-style-type: none"> <li>Choose device and financial plan.</li> <li>Develop PD plan and implement for staff.</li> <li>Determine connections.</li> <li>Develop guide lines for implementing device support</li> </ul>	<p><b>*Project not yet started</b></p> <p>*Students (Gr 9 MCI) have received their device and are using them in class.</p> <p>*Gr 9 teachers attended BYTE conference in Feb</p> <p>*MCI blog created for teachers to share 1 to 1 project concerns / strategies</p> <p>*J. Hymak on site 1x / wk to work with teachers</p> <p>*Guidelines/appropriate use expectations developed for students &amp; parents</p> <p>*The project has been very successful, there has not been any major problems. Students now have 2 different devices they are using, IPADS and laptops. The Divisional infrastructure (WAN/Wireless access) has performed very well.</p>	<p>*Students and staff will integrate technology consistently and to a high degree of proficiency.</p>	<p>June 2014</p>
		<p><b>*Cloud based computing.</b></p> <ul style="list-style-type: none"> <li>Evaluate Cloud based applications that students and staff can use.</li> <li>Develop PD and implement for staff and students in using the cloud based applications.</li> </ul>	<p><b>*Project not yet started</b></p> <p>*Have begun to explore cloud based applications</p> <p>*Evaluation has been done and the division will be recommending that students move to Google Docs.</p> <p><b>*Not yet developed</b></p>	<p>*Staff &amp; students use technology proficiently in their teaching &amp; learning</p> <p>*Students and staff are accessing files through cloud based computing.</p>	<p>June 2014</p>
		<p><b>*Office 365</b></p> <ul style="list-style-type: none"> <li>Move to Office 365 for students and staff.</li> <li>Develop and implement PD for staff and students in using Office 365.</li> <li>Develop and implement PD for staff in accessing student data.</li> <li>Develop and implement PD for students in saving data.</li> </ul>	<p><b>*Not yet started</b></p> <p>*Evaluating with MCI use / implementation of Office 365 and Google Docs (cannot be implemented where WAN not yet installed).</p> <p>*Will be recommending that students and staff move to Google docs for any none confidential student information</p>	<p>*Students and staff are collaborating, communicating, sharing and creating with online resources and applications</p>	<p>June 2014</p>
		<p><b>* Moving to MS-Exchange</b></p> <ul style="list-style-type: none"> <li>Set-up accounts in Exchange.</li> <li>Move email and calendars to exchange.</li> <li>Develop PD for staff in using MS-Exchange.</li> </ul>	<p><b>*Not yet started</b></p> <p>*On hold – will reassess</p> <p>*A plan have been developed that will be implemented during the 2013 – 2014 school year.</p>	<p>*Staff is using MS-Exchange for email, calendars, and have created workspaces for students to upload assignments.</p>	<p>June 2014</p>
		<p><b>* Unified Communications</b></p> <ul style="list-style-type: none"> <li>Evaluation of unified communications</li> </ul>	<p><b>*RFT to be developed. Target date December 2012</b></p> <p>*RFP has been send out – currently responding to vendor inquiries</p>	<p>*The bell and intercom system at TCS have been installed and are working.</p>	<p>June 2013</p>

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		system including VOIP, bell system, intercom system. • Installation of unified communications system at TCS, including VOIP, bell system and intercom system	*Project has expanded Division-wide: Div O, Mdsa schools will be installed first *As WAN is installed, Unified Communications will be installed in other Div schools. *A committee has been formed and reviewed the 6 RFP, 3 vendors where selected to meet with the committee, the committee is now working with 2 vendors to come to a solution for Unified Communications	Every teacher has a phone on their desk and they are using the VOIP system for communication between teachers and parents. * System has been installed and working at TCS. Evaluation has been done.	June 2014
<b>Teachers have access to online professional networks</b> <i>Priority – Excellence in Education</i>	J. Hrymak G. Butler	*Provide access to resources, professional learning services and opportunities for collaboration and interaction. *Workshops for teachers to use the Maple applications. *Work with staff to create and post resources in MAPLE.	*MAPLE not yet active / posted by Manitoba Education *Maple not fully activated.	*All staff have been registered and exposed to the MAPLE program. *Staff are using the MAPLE program to upload and download resources found in MAPLE.	June 2015

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<b>All worksites in the Division will comply with WSH regulations</b>  <i>Priority- Healthy Living</i>	K. McNabb	*Develop and implement positive options for training and development in WSH orientation.	*Hearing Conservation program implemented. *Online WHIMIS training licenses purchased. *WHIMIS programs distributed to staff *Several school based employees attended the Safe Work Conference *WSH orientation presentation for new staff developed - 2 summer students oriented	*Employees will be oriented to WSH practices. *Workplace accidents will not occur.	2012-2013
	K. McNabb	*Develop and implement Harassment and Violence Prevention Policies as per WSH legislation.	*Policy has been written, circulated to schools for review-anticipate approval in Nov 2012. Supervisor and then Staff orientation to policies to occur before Xmas break *Policy implemented, staff oriented and procedure integrated into hiring process *WSH orientation presentation for new staff developed includes orientation to Harassment prevention Policy and Violence prevention Policy.		2012-2013
<b>Support staff will be well oriented to Divisional policies, procedures, practices</b> <i>Priority- Sustainable Future</i>	K. McNabb	*Develop and implement a support staff orientation process / manual. *Investigate the option to combine the orientation process with teachers. *Investigate the option for an online orientation process.	*Work is progressing with goal to have a preliminary process and manual in place by fall 2013.	*Staff will be informed of Divisional employment, payroll and personnel policies and practices. *Requests to payroll and personnel staff will reduce.	2012-2013
<b>Development of new or renovated Division Office space</b> <i>Priority - Healthy Living- Sustainable Future</i>	Sr. Admin DO Managers	*A variety of options identifying positive and negative impacts will be investigated for new or renovated Division Office space. ( <i>Administration Office, Maintenance Shop and Transportation Garage</i> ).	*Proceeding with negotiations with Town of Minnedosa for land swap – environmental study has been requested. *Phase 1 environmental study completed. Phase II environmental study on Town Yard Site scheduled for early March 2013. Anticipate Report by late March 2013. Legal surveys completed. Topographical study referred to LM Architectural Group for review of proposed building placement on the Town lot. *Phase II environmental study completed on Town of Minnedosa yard site. Offer to purchase a property and negotiations with Town of Minnedosa for a land swap are in process.	*The Division Office Facilities Review Committee will make a recommendation to the Board on a preferred option for construction / renovation of the Division Office facilities. *Construction / renovation of Division Office facilities will be completed.	2012-2013  2012-2014
			K. McNabb L. Good R. Adams		* Implement final modules of Bellamy software program. ( <i>Work Order / Inventory &amp; Human Resource</i> ). *Improve functionality of Bellamy – develop reports, manuals, assistive information for users.
<b>Division communication will be efficient with minimal duplication</b> <i>Priority- Sustainable Future - Communication</i>	K. McNabb 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.	* Have Limited progress. Will be impacted by a change in email programs (moving from First Class to Sharepoint?). Defer to 2013- 2014 for further action.	*Administrative and Human Resource forms will be centralized, user friendly, organized further in First Class and used as per policy/regulation.	2012-2013
		*All Administrative forms will be reviewed and organized in a coordinated system that interfaces		*Following implementation of a new email program, administrative and human	2013-2015

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2012-2013 to 2014-2015

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		with a new email / document management system.		resource forms will be centrally located, user friendly and used as per policy/regulation.	
<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	*Implementation of other Bellamy modules (Work Order – inventory) is on hold. Revise plan and develop a general guideline on inventory policy / procedure. *Will investigate in conjunction with new financial - accounting software / program.	*Inventory system will effectively track goods acquisition, consumption and disposal. *School staff will be following policy/regulations.	2013-2014
<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. *Develop and implement a few key questions related to sustainability to answer when reviewing polices.	*Sustainable development questions developed to reflect on during policy review (economic-environmental and social considerations)	*Policies and procedures / regulations will include principles of sustainable development philosophy. *Key questions for reflection are asked when reviewing policies.	2012-2016
	K. McNabb L. Good	*Review Division Office Operations related to sustainable development practices *Develop and implement practices that support sustainable development	*Integrate into development of new Division Office facilities.	*Division Office operations will have incorporated sustainable development practices. *Employees will exhibit sustainable development practices in the workplace.	2012-2016
<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 the audit of the MCI pilot. *Secretaries will be trained and guidelines added to the School Funds Manual. *Expand the GST claim process to other school.	*No progress. Defer to 2013-2014	*Audit of GST claims is accurate. *GST Guidelines will be developed for schools. *Schools will process GST claims accurately. *Reduced expenditures from school funds.	2012-2016
<b>The Division will be well prepared for declining enrollment</b> <i>Priority - Excellence in Education</i>	Sr. Admin.	*Complete an analysis of the potential impacts of provincial funding changes on operations (e.g. staffing, transportation, maintenance) and on small school versus consolidation of school spaces to support analysis of options	*Enrollment has stabilized (past 2 years) - is this a priority?	*Present findings to the Board. *The Board is aware of the financial impacts of declining enrollment and potential impacts of provincial funding changes.	2012-2016
<b>A plan for succession of all Division management positions</b> <i>Priority - Excellence in Education - Sustainable Future</i>	Sr. Admin	*Timelines for vacancies / turnover will be projected. *Strategies for Division succession planning will be developed. *Development of a Divisional Leadership program will be investigated.	*Succession plan for Maintenance Dept. (Maintenance Supervisor – Trades Carpenter- Carpenter Apprentice) -presented and approved by the Board January 30, 2013.	*Timelines for position vacancies are identified. *The Board approves a strategic approach to succession planning. *Divisional Leadership Program operates.	2012-2016



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<b>Ensure the public has access to current Pupil Transportation Information</b> <i>Priority- Communication</i>	D. Tesarowski	*Post current and useful information on the Division Transportation web page	*Researching other School Division Transportation web pages for ideas. Jodi Hrymak is needed to post ideas for viewing and approval prior to publication. *Reviewed several other school division web pages and currently developing changes for review by Senior Administration. Storm policy needs review – Synervoice communication needs to be incorporated before the end of June 2013. *Presented information to Senior Administration	*The Transportation Web Page is updated with current information for the public to access.	Fall 2012
<b>Successfully plan for staff replacements</b> <i>Priority- Sustainable Future</i>	D. Tesarowski M. Bukarz	* Research and obtain an apprentice mechanic or replacement worker to assist the mechanics in their day to day activities. *Ensure working conditions, re-numeration, and responsibilities are managed to ensure continued interest in the job for transportation department based employees.	*In the planning stage. Setting up a meeting with Melanie Henry from MCI Career Prep/Student Apprenticeship coordinator for details/wages /responsibilities regarding the training of an apprenticeship. Ken Betteridge has not given written notice of his retirement plans yet. *Successfully trained one spare driver in the summer. Three other people have expressed interest in spare driving but are showing limited progress at this time. *Maintenance & Transportation Supervisor met with Career Preparation Coordinator from MCI. The High School apprenticeship program is incorporated with the academic program. The potential for an apprentice will reviewed further if a vacancy occurs. *Two additional spare drivers hired this year. *The training of a third spare driver is almost complete. Our new web page will have information about the requirements and training to become a bus driver.	*Appropriate replacement workers for employees who retire or resign are available and hired.  *Successfully recruit, train and hire enough replacement bus drivers for route vacancies, driver absences, and extra-curricular trips	July 2013  2012-2015
<b>Work with Student Services and Resource Teachers to introduce students to the Mechanics trade with a life-skills objective</b> <i>Priority- Sustainable Future</i>	D. Tesarowski Mechanics L. Martin School Principals Resource Teachers	*Select students from our schools who have an interest in the mechanic trade and provide an opportunity for students to work with our mechanics in the bus garage on a regular basis	*No progress. MCI and ECI both had students in this program last year that have not returned and have not found any replacements yet. *There has been no progress in this area. The Minnedosa and Erickson Schools do not have anyone available at this time. I am currently speaking with Elton Collegiate and hopeful someone from Elton will be interested and attend once every six day cycle on the shops bus from Forrest. *An Elton student has been attending once every six days and is showing good progress. We are hopeful this student will return next school year. We are open to having additional students also take part in our program	*Achieve at least one success story for each student who attends	2012-2015



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<b>Assess the viability of in town bussing</b> <i>Priority- Excellence in Education – Sustainable Future – Healthy Living</i>	D. Tesarowski M. Bukarz	*Research and identify if there is a need for such a service, the implications on our overall operation, the staffing required, the additions to the fleet and any additional associated costs to provide the service.	*No progress. Two options to investigate 1) Winter bus pick up points 2) implement standard for transportation “anyone outside a specific distance gets picked up”. *No change from the previous report (Urban Student Transportation Request Review) submitted at the conclusion of the 2012 school year. Attended a session at Transportation Conference by “Active and Safe Routes to School”.	*A comprehensive report is completed for the Senior Administration team to present to our Board for their consideration	2012-2013

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<b>Improve aesthetics &amp; safety of building exteriors</b> <i>Priority – Sustainable Future</i>	L. Dobreen Mtce Staff Contractors	*TCS - Replace side walk between TCS & MCI with paving stones	*Received price from contract. On hold until final decision on Division Office construction.	*Safe & level side walk	2012-2013
		*Elton Coll. – Landscape behind school where new sewer system was installed		*Grounds will be level & seeded to grass – space will be usable for students	2012-2013
		*Forrest Elem. – Music hut repair – new windows, door, siding & repair foundation, new flooring	*Has been completed.	*Staff & students will have a better learning environment	2012-2013
<b>Improve aesthetics &amp; safety of building interiors</b> <i>Priority – Healthy Living, Sustainable Future &amp; Excellence in Education</i>	L. Dobreen Mtce Staff	*Forrest Elem – Fire alarm upgrade	*Has been completed.	*Improve Life Safety System for school	2012-2013
		*TCS - New PA system	*Working on tender package for Unified Communication. *RFP advertised/distributed to vendors Feb. 22, 2013 – installation planned for summer 2013.	*Improve safety in schools	2012-2013
		*ECI – Gym – Acoustics panel replacement	*On hold until summer 2013, will paint gym first then do panels.	*By removing old spray on acoustical, new Tectem panels will improve sound, the gym will be brighter & provide a better environment for education	2012-2013
		*Forrest Elem – Heating system in two huts	*H.S.B. Eng. working on plans & specs. *Tender awarded - installation completed.	*Improve heating issues & air quality	2012-2013
		*TCS – New dust collection system	*H.S.B. Eng. working on plans & specs. *Tender awarded & will start in July.	*Improve dust control in IA room	2012-2014
		*Various Schools – DDC control system		*Improve heating control & air quality	2012-2013
	L. Dobreen Jenkins Carpets	Flooring in schools – EES Hut, Forrest Hut and RCI 2 classrooms & 1 classroom Tanner’s	*All flooring completed.	*Improve safety & appearance in classrooms	2012-2013
L. Dobreen Painter	*Painting in schools - Summer Plan – ECI	*E.C.I. completed – next school Elton Collegiate.	*ECI will be completely painted	2012-2013	
<b>5 Year Capital Plan for Schools</b> <i>Priority – Sustainable Future</i>	Sr. Adm. L. Dobreen	*Met with Reg, Marg & Kathy to discuss needs of our schools	*Submitted in August 2012 – shared with Board at Board meeting.	*On-going discussions to deal with our aging buildings and major capital expenditures to improve our buildings	2012-2015
		*Water & sewer replacement for RCI *New gym floor for RCI *New dust collector for TCS	*Planned for 2013-2014 – Capital Reserve established. *On hold until 2014-2015 due to other Capital Projects. *Plan for near future- designate some support from 2012-2013 surplus. *Plan for 2013-2014 –mechanical plans being drafted by HSB Engineering; designate expense from 2012-2013 surplus.	*Replacement of old water & sewer lines that are original to the building. This will improve the water supply & the sewer drainage *New Pulastic Rubber gym floor will provide a much needed safe & better floor for students & staff	

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				*New dust collection system will improve the air quality & provide a cleaner environment in the I.A. classroom	
<b>5 Year Capital Plan for PSFB</b> <i>Priority – Healthy Living, Sustainable Future</i>	L. Dobreen K. McNabb	*Meet with Reg, Marg & Kathy to discuss needs of our schools, structural, roofing, access, mechanic and renovations  *Erickson Elem – New heating system * MCI – Upgrade Science Lab *Rapid City – Shingle hut	*Erickson Elem. school heating system near completion. *Minnedosa Coll. Science Lab – working on tender documents –summer of 2013. *Contract awarded work will be done July/Aug 2013.  *Rapid City hut – completed.	*5 year Capital Plan completed & submitted *Improve heat & air quality *Modernize Science Lab *Roof won't leak	2012-2015
<b>Custodians &amp; Mtce staff will become more knowledgeable in safety procedures</b> <i>Priority – Healthy Living, Sustainable Future</i>	L. Dobreen	*Asbestos training for Maintenance staff	*Maintenance WSH Rep attended training on workplace inspections and safe work procedures on March 7, 2013.	*All Mtce. Staff trained  *5 year Capital Plan completed & submitted	2012-2013