



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

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

2015 – 2016

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

2015 – 2016

3rd Trimester Report

ROLLING RIVER SCHOOL DIVISION BOARD OF TRUSTEES

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Print Colour: **First Progress Report** **Second Progress Report** **Final Progress Report**

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Goal / Initiative <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	Team Leaders <i>(Who will lead the initiative)</i>	Strategies / Activities <i>(What actions will you take?)</i>	Trimester Progress Reports <i>(Evidence of progress to date)</i>	Indicators of Progress <i>(What evidence exists that the goal/initiative is being met?)</i>	Target for Completion <i>(What is the initiative expected to be completed)</i>
<ul style="list-style-type: none"> • 2014-15: RRSB Board of Trustees participated in a Board Evaluation by ROAR Consulting to identify areas of need for school governance. • 2015-16: The RRSB Board of Trustees will engage in learning to develop their knowledge and skills to increase their capacity as trustees. This action plan outlines the governance objectives in order of priority, under 5 headings: 					
Board Superintendent Relations <i>Excellence in Education Healthy Living Sustainable Future Community Partnerships</i>	M. Ploshynsky	<ul style="list-style-type: none"> * Develop a Governance Decision Making Matrix. * Practical application of decision making matrix through scenarios. * Readings to include the book “The Five Habits of High Impact School Boards” by Doug Eadie. 	<p>*Completed *Completed and application ongoing *The book was provided to all Board Members</p> <p>Feedback forms completed by School Board Members provided the following:</p> <p><u>Learning Session Objective:</u> Define roles and responsibilities and who will carry primary responsibility for each aspect of the work and how tasks will be shared and distributed to create trust.</p> <ol style="list-style-type: none"> 1) Did the learning session meet its objectives? 9/9 responses indicated that they were fully met. 2) Was the information relevant to your work on the School Board? 8/9 responses indicated that they were fully met and 1/9 indicated they were met. <p><u>Feedback Comments:</u> More time to discuss, possibly for everything; I like to hear others thoughts on topics; I liked to see what we do in hard copy, easier to understand; Good work; Good to see in black & white; Good conversation and needs to continue so we don't forget; Very useful tools that are being implemented and looked at again; Very nice to define notes and processes. Great session.</p> <p>*RRSD Trustee & Senior Admin Planning Retreat May 4 & 5, 2017. The goal of the Retreat was to review and establish RRSB broadly shared vision, mission and the interface of actions to support student success in well being and academics.</p>	<ul style="list-style-type: none"> * Feedback/Exit form provided to participants to inform the Superintendent if the goals have been achieved, and to identify/affirm next steps. * The School Board will adopt and utilize a governance decision making matrix. * Feedback/Exit responses indicate the outcome shared during the Retreat, support the vision and beliefs of RRSB Trustees. 	Committee of the Whole Meeting October 21
Board Climate and Morale <i>Excellence in Education Healthy Living Sustainable Future Community Partnerships</i>	M. Ploshynsky	<ul style="list-style-type: none"> * Team building exercises to facilitate collegiality and collaboration. * Discussion frameworks and practices to ensure routines are in place so all board members have an opportunity to contribute to discussions. * Review Trustee Code of Conduct * Annual Board Planning Session and Retreat. 	<p>*Completed *Completed *Not completed *Venue and dates are confirmed</p> <p>Feedback forms completed by School Board Members provided the following:</p>	<ul style="list-style-type: none"> * Feedback/Exit form provided to participants to inform the Superintendent if the goals have been achieved, and to identify/affirm next steps. * Provide all trustees an opportunity to participate in discussions. 	Committee of the Whole Meeting November 10

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		(Thursday, May 5 and Friday, May 6).	<p><u>Learning Session Objective:</u> Develop a set of norms for working together and use team building exercises for the purpose of developing a true community of board members where differences are respectfully expressed in the open and look after the needs of the group before their own.</p> <ol style="list-style-type: none"> 1) Did the learning session meet its objectives? 5/7 responses indicated that they were fully met and 2/7 indicated they were met. 2) Was the information relevant to your work on the School Board? 6/7 responses indicated that they were fully met and 1/7 indicated they were met. <p><u>School Board Feedback Comments:</u> Team building was fun; I like hearing everyone's feedback on the topics; Great team building! We are well balanced.</p> <p>*Completed identified activities. On going application of process to support climate.</p>	<ul style="list-style-type: none"> * Data & feedback provided by the Trustees after the PD sessions on governance. 	<p>Ongoing application of processes</p>
<p>Understanding and abiding by agreed upon roles and responsibilities</p> <p><i>Excellence in Education Healthy Living Sustainable Future Community Partnerships</i></p>	M. Ploshynsky	<ul style="list-style-type: none"> * Development activities such as readings, workshops, speakers, videos. * Opportunity to attend MSBA workshops for new Trustees. * Decision making matrix is used to reaffirm/ revisit distribution of work and tasks. * Review of relevant policies and by-laws. 	<ul style="list-style-type: none"> *Board members have asked for more details around technology use in the Action Plan. PD topics have included information on the use of technology in schools. *Trustees and Sr. Admin. are attending MSBA workshops & providing follow-up reports at Board meetings. *Dates of MSBA workshops shared at Board meetings & by email. Registration & accommodations arranged by Sr. Admin. to support attendance. *Relevant policy By-Laws reviewed & adhered to in decision making to provide clarification when required. *Ongoing review & revisions of policies *Continue to refer to decision matrix & tools in the governance folder during Board meetings 	<ul style="list-style-type: none"> * Feedback/Exit form provided to participants to inform the Superintendent if the goals have been achieved, and to identify/affirm next steps. * The School Board applies the decision making matrix. * Authentic application of governance tools in the governance folder will be used when required at meetings to guide decisions. 	<p>Committee of the Whole Meeting Feb 17</p>
<p>Policy and Procedures for trustee access to Professional Development</p> <p><i>Excellence in Education Sustainable Future</i></p>	M. Ploshynsky	<ul style="list-style-type: none"> * Review Board Policy and procedures for PD. * Self-directed PD attendance for trustees with designated PD funds. 	<ul style="list-style-type: none"> *Trustees invited to attend RRSB PD day on February 29, 2016. *Continue informing Trustees on PD topics and encourage continued attendance of Trustees at PD Sessions. *Continue to identify topics of interest and provide PD to the Board to enhance understanding. 	<ul style="list-style-type: none"> * Feedback/Exit form provided to participants to inform the Superintendent if the goals have been achieved, and to identify/affirm next steps. * Participation at MSBA/CSBA sanctioned conferences and workshops. 	<p>Committee of the Whole Meeting March 2</p>

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				<ul style="list-style-type: none"> * A general email has been sent to the Trustees to submit PD/governance topics for 2016-2017 school year. This will inform the Governance Action Plan/PD for 2016-17. * Policy on Trustee PD is adopted. 	
Community Engagement <i>Excellence in Education Healthy Living Sustainable Future Community Partnerships</i>	M. Ploshynsky	<ul style="list-style-type: none"> * Review Community Engagement Policy. * Community connections delegation presentations. * Trustee attendance at school and community functions. * Increase stakeholder (parents, students, community, and teacher) input into school division planning by promoting participation in the Tell Them From Me Survey (parent teacher conferences, email, newsletters). 	<ul style="list-style-type: none"> *Attend PAC meetings, community activities & RM council meetings. *Reviewed Thoughtsteam data with the Board of Trustees from the communities of Onanole, Erickson, Sandy Lake and RRFN. A written response to stakeholders has been distributed indicating how the information has informed planning. *Currently in the process of compiling Thoughtstream data for review from the Division advisory committee. A written response will be provided to stakeholders in the spring. *School and community delegations present at Board meetings. *Board decision to focus on Thoughtstream data for this year. Tell Them From Me survey will be used in 2016-2017. *Meeting with Rolling River Teachers Association (RRTA), RRSD Board & Sr. Admin. premised the importance of open respectful dialogue & relationship. <u>Ongoing Actions to Support Community Engagement</u> *Incorporation of Thoughtstream feedback into 2016-2017 Action Plan. *Tuesday, May 31 RRTA meeting to share Vision & Direction of RRSD for 2016-2017. *Attend Rapid City PAC meeting on June 1st. 	<ul style="list-style-type: none"> * Feedback/Exit form provided to participants to inform the Superintendent if the goals have been achieved, and to identify/affirm next steps. * By February 29, 2016 RRSD will have a 60% parent return rate of Tell Them From Me (TTFM) surveys. <i>(Not Achieved - Board Decision not to initiate 2015-16 because completed Thoughtstream in 2015.</i> * Description stakeholder opportunities for dialogue and involvement in School Division Planning included Thoughtstream Survey, invitation to participate in budget planning, attend PAC meetings, community development meetings, RRSD website. 	Committee of the Whole Meeting April 13

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<p>Literacy By the end of Grade 3, RRSd students will have the foundation skills to successfully transition between “learning to read and reading to learn.”</p> <p><i>Excellence in Education</i></p>	<p>M. Janssen J. Pilling</p>	<p>*Literacy Coach:</p> <ul style="list-style-type: none"> New teacher PD / mentoring new teachers K-3 Grade Groups School Residencies Resource Teacher (RT)/LLI Teachers PD Work with RTs at RT meetings On-going dialogue with Speech/ Language Pathologist to establish links to language development On-going data collection 	<p>*Sept 14 Literacy PD – worked with 5 new K-3 teachers</p> <p>*Grade Groups K-3 (4 sessions) Oct 13-16</p> <p>*Residencies to date: TCS (on-going), Rapid City (3 days), Rivers Elem (3 days); also ½ day visits to schools by request</p> <p>*LLI training session – Oct 9</p> <p>*RT meeting – Sept 29</p> <p>*Attended S/L PD with K teachers – Oct 26</p> <p>*Grade groups on-going</p> <p>*Residencies on-going</p> <p>*PD for EY principals regarding literacy leadership</p> <p>*Assessment walls re-established with EY teachers. Re-implementation at TCS; data discussions on-going at grade groups / residencies</p> <p>*Grade groups on-going – writing assessment focus (PAWS assessment)</p> <p>*Year end benchmark assessments completed – data compiled and report generated.</p>	<p>*Data (F&P Benchmark assessments, running records, provincial data, anecdotal reports, report card information) will indicate that all students are “at level” as per MB curricular outcomes by the end of Grade 3 (unless identified on an IEP as having other literacy goals).</p>	<p>On-going</p>
		<p>*Reading Recovery (RR) in most Early Years (EY) schools (where none, LLI implementation w/ coaching).</p> <p>*Levelled Literacy Intervention (LLI).</p> <ul style="list-style-type: none"> Implementation / monitoring in Early Years schools (through Literacy Support Teacher or Resource Teacher). 	<p>*RR available at: Douglas (2 students), Forrest (2), Rivers (2), Rapid City (2), TCS (4), Erickson (2)</p> <p>*RR ongoing</p> <p>*RR teacher appointed at TCS to replace retiring teacher</p> <p>*Lit Coach Training – Calgary Sept 23/24</p> <p>*Implementation of LLI (who is implementing): Douglas (RR/RT), Forrest (RR), Rapid City (RT), Rivers (RT), TCS (RR/RT/CT); EES (RR), Onanole (CT), Cool Spring (RT)</p> <p>*LLI on-going</p> <p>*LLI data compiled and report generated</p>	<p>*Reading Recovery data will indicate that students have “caught up” after intervention, or further intervention will be implemented.</p> <p>*Continued monitoring until the end of Gr 3 will indicate that students remain “at level” or continue to be in need of further interventions.</p> <p>*LLI data will indicate student improvement / achievement after intervention.</p>	
<p>All MY / SY students will competently read and comprehend content</p>	<p>M. Janssen J. Pilling</p>	<p>*Literacy Coach:</p> <ul style="list-style-type: none"> New teacher Professional Development (PD) / mentoring new 	<p>*Sept 14 Literacy PD – worked with 5 MY teachers</p>	<p>*Data (F&P Benchmark assessments, running records, provincial data, anecdotal reports, report card</p>	<p>On-going</p>

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materials. <i>Excellence in Education</i>		<ul style="list-style-type: none"> • teachers • 4-6 Grade Groups • School Residencies • Resource Teacher / LLI teachers PD • Work with RTs at RT meetings • Availability to work with Gr 7/8 teachers as required <p>*Subject Group Meetings (Senior Years) to focus on reading / content literacy strategies</p> <ul style="list-style-type: none"> • Teacher Professional Development • Reading is Thinking • Resource teachers' focus on literacy <p>*Assess current practice and establish a plan for consistent practice across the Division.</p>	<p>*Grade Groups (2 sessions) – Oct 21/22</p> <p>*School residency – Rivers (working with Gr 5/6 teacher)</p> <p>*LLI training – Oct 9</p> <p>*RT meeting – Sept 29</p> <p>*Douglas (working with Gr 7/8 teacher)</p> <p>*Grade Groups on-going</p> <p>*Continued work with Gr 7/8 teachers by request</p> <p>*Grade groups on-going. Focus on writing assessment (PAWS).</p> <p>*Final benchmark assessments completed. Data compiled, report generated</p> <p>*not yet started</p> <p>*no groups implemented this year</p>	<p>information) will indicate that all students are “at level” as per MB curricular outcomes for each grade (unless identified on an Individual Education Plan (IEP) as having other literacy goals).</p> <p>*Plan is developed Strategy implemented Division wide.</p>	<p style="text-align: center;">2015-2018</p>
Numeracy Students will meet the grade level outcomes for all math strands <i>Excellence in Education</i>	<p style="text-align: center;">M. Janssen</p>	<p>*Development of a Division plan for numeracy.</p> <p>*On-going PD for teachers:</p> <ul style="list-style-type: none"> • MB Ed • mRLC (MB Rural Learning Consortium) • other relevant PD 	<p>*not yet started</p> <p>*Math Coach appointed; planning for 2016-17 in progress</p> <p>*3 mRLC learning networks (Math Beyond Rules, Procedures and Routines w/ Dr. Cathy Marks-Krpan) – TCS, Onanole, Rivers Elem</p> <p>* individual teacher requests for numeracy workshops – Guided Math</p> <p>*math coach at TCS – working with MY teachers; working with EY teachers</p> <p>*Math networks on-going</p> <p>*Math leadership session for principals – attended by all RRSD principals</p> <p>*Math Gr 7-9 schools teams PD</p> <p>*Participation in mRLC action research – Gr 6 & 9 math. Initial assessments done division wide to provide baseline data – schools involved in pilot project: ECI, Elton, Douglas, TCS (including teachers, principals, math coach)</p> <p>*Math Coach – summer PD –Guided Math conference</p>	<p>*Plan is established and implemented.</p> <p>*Provincial data will indicate that students in Gr 3 and Gr 8 are at level.</p>	<p style="text-align: center;">2015-2018</p>

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<p><u>Integration of Aboriginal Perspectives</u> Aboriginal perspectives will be integrated across the curriculum in all schools across the Division</p> <p><i>Excellence in Education Healthy Living</i></p>	<p>M. Janssen</p>	<p>*Development of a Division plan for integration of Aboriginal perspectives.</p> <ul style="list-style-type: none"> • PD for teachers • Review of provincial documents • Assessment and purchase of resources and materials 	<p>*conversation with RREAL Team re: integration of Aboriginal perspectives observable in lessons / units; “walk through guidelines” (teacher supervision instrument)to indicate integration of Aboriginal perspectives as a requirement throughout the curriculum</p> <p>*mRLC learning network (Success for All: Aboriginal Perspectives w/ Dr. Helen Armstrong) – Erickson Collegiate (one teacher from Onanole included)</p> <p>*Treaty Relations Training – teachers from ECI & Onanole attending</p> <p>*BSSAP gathering to review MB Ed racism document: Blanket Exercise, Pipe Ceremony, Gladys Cook video – ECI in attendance</p> <p>*Dr Martin Brokenleg - Circle of Courage - RRSd team of 10 in attendance</p> <p>*Kevin Lamoureux – “Courageous Conversations” session with northern school staffs (MSIP)</p> <p>*From Wound to Wellness – 2 GCs from Erickson in attendance; team of 8 to attend Winnipeg session in April</p> <p>*”Rolling River Reads” – book list compiled and sent out via Survey Monkey – teachers & EAs to choose a book for summer reading</p> <p>*Plans with Dr Ozlem Sensoy finalized for September 19 / Cultural Proficiency rubric complete for staff discussion on Sept 20</p>	<p>*Plan is established and implemented.</p> <p>*Staff will integrate Aboriginal perspectives in lesson / unit planning and in their daily teaching practice.</p>	<p>2015-2018</p>
<p><u>Integration of Technology</u></p> <p><i>Excellence in Education Healthy Living Sustainable Future</i></p>	<p>M. Janssen G. Butler</p>	<p>*Cross referenced with goal in IT (Information Technology).</p>	<p>*please see Computer Technology section of Action Plan</p>		<p>2015-2018</p>

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<p>Every student has the supports necessary to learn and achieve academic success.</p> <p><i>Excellence in Education</i></p>	<p>M. Janssen L. Martin</p>	<p>*School teams will develop skills necessary to complete the classroom and school profiles.</p> <ul style="list-style-type: none"> • Student Services Coordinator (SSC) will work with Resource Teachers • SSC will work with schools teams, as required <p>*Profiles will inform planning for individual students, classes and schools.</p> <p>*Frameworks supported by research will be studied and implemented to support student programming to ensure all student needs are met:</p> <ul style="list-style-type: none"> • Response to Intervention (RTI) • Universal Design for Learning (UDL) 	<p><i>*Class profiles developed at Rapid City School w/ Principal and Superintendent</i></p> <p><i>*SSC – work with Resource Teachers during RT meetings – on-going</i></p> <p><i>*SSC – work with school teams as opportunity presents (during team meetings, etc)</i></p> <p><i>*Ongoing work with RTs</i></p> <p><i>*Continued work with RTs</i></p> <p><i>*Session being planned in partnership with surrounding divisions</i></p> <p><i>*RT team – RTI model of supports and services regarding resource supports developed</i></p> <p><i>*GC team – RTI model of supports and services regarding guidance supports developed</i></p> <p><i>*Discussion continues at both GC and RT tables with focus on Tiers 2 and 3</i></p> <p><i>*UDL – book study in progress – MCI (with participants from TCS)</i></p> <p><i>*UDL – PD for administrators at SAGE (Oct 23) – 3 principals in attendance;</i></p> <p><i>*UDL – session for School Leaders with Jennifer Katz – team of 5 attended</i></p> <p><i>*UDL – Book study complete</i></p>	<p>*Student, class and school profiles will be used regularly in determining how needs will be addressed.</p> <p>*Student performance will improve:</p> <ul style="list-style-type: none"> • Less behaviour incidents • Increased attendance for students below 70% • Increased credit acquisition 	<p>2015-2017</p>
<p>Every student is a member of the social and academic life of the school and classroom, feeling valued, healthy and strong both mentally and physically.</p> <p><i>Excellence in Education</i> <i>Healthy Living</i> <i>Sustainable Future</i></p>	<p>M. Ploshynsky M. Janssen L. Martin</p>	<p>*Status of Divisional Mental Health Committee will be reviewed.</p> <p>*Research-based programs addressing Mental Health & Wellness for students and staff will be explored.</p> <p>*School based programs will be supported:</p> <ul style="list-style-type: none"> • Zones of Regulation • Roots of Empathy 	<p><i>*not yet started</i></p> <p><i>*Not yet</i></p> <p><i>*PAX – Superintendent “train the trainer” – Dayton, Ohio (Oct 20-23)</i></p> <p><i>*PAX – provincial training Oct 8 & 9 – Rapid City School team (principal, 3 teachers, Supt) in attendance; subsequent implementation in Gr 1 & 2</i></p> <p><i>*PAX – provincial training Jan 27-29 – 9 staff members attended with implementation in Douglas and consideration for Erickson Elem. 3 of the staff members attended PAX to the MAX.</i></p> <p><i>*PAX – opportunity for 13 staff members to come together on March 22 for a PAX booster shot meeting to determine.</i></p> <ul style="list-style-type: none"> > Implementation – what stage are you at? > Lessons learned? > Tips going forward? > Develop a PAX vision & implementation plan for RRSD to be submitted to Healthy Child MB <p><i>*PAX update???</i></p>		<p>June 2016</p>

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			<ul style="list-style-type: none"> *Safe Talk “Train the Trainer” (MB Ed) – Nov 16/17 – ECI GC attending *High Fidelity Wrap Around Training – Nov 24-26 – SSC attending *ASIST training to be offered in Div (Nov 30/Dec 1) *Mental Health First Aid to be offered in Div (Feb 22/23) *SafeTALK trainer in final stages of certification – required to co-facilitate with veteran trainer. Setting dates next week. *High Fidelity Wrap-Around Training – March – RCI GC and Division SW attended *ASIST training complete with 18 participants *Mental Health First Aid complete with 16 participants *Wound to Wellness – ECI and EES GCs attended conference; Team of 8 attending in April *Wound to Wellness – team of 5 attended conference in Winnipeg *SAFE talk – RRSD Facilitator trained, completed co-facilitation requirements towards full certification; Workshops run in MCI and ECI. Prairie Mountain ran mental health workshops at RCI *Zones of Regulation – on-going school wide implementation in EES, Forrest, Rapid City, TCS, *Zones – on-going implementation in some classrooms in TCS, Rivers Elem, and Douglas *Roots of Empathy – facilitators implementing program in Rapid City (Gr 1/2), Forrest (Gr 8) and TCS (Gr ½) *Restitution – Elton PD Nov / March *Zones – ongoing *Roots of Empathy – facilitators continuing to implement program in 3 schools; SSC and facilitators attended continuing education session in Jan. *Roots of Empathy – 3 groups complete; facilitators preparing for next school year with programs running in Douglas, TCS and Rapid City 		

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<p>Teachers and students will embed the use of technology effectively to enhance learning.</p> <p style="text-align: center;"><i>Excellence in Education Sustainable Future</i></p>	<p>G. Butler</p>	<p>*Continuation of implementation of Gr 5-8 one to one project:</p> <ul style="list-style-type: none"> • Introductory sessions for students with IT coordinator outlining appropriate and ethical use • Division standard for ethical and appropriate use to be established • Data re: damaged devices / repairs & replacement to be collected <p>*Continuation of implementation of Gr 9-12 one to one project:</p> <ul style="list-style-type: none"> • Student choice of devices (laptop, iPad, Samsung tablet, Asus tablet w/ breakaway keyboard) • Introductory sessions for students with IT coordinator <p>*Continuation of iPad project for K-4 classrooms.</p> <ul style="list-style-type: none"> • Ratio of 1 iPad per 5 students across the division <p>*Teacher initiated projects (requests for additional technology / devices based on proposals).</p> <p>*Teacher professional development</p> <ul style="list-style-type: none"> • Division PD – classroom applications • Needs assessment to be completed • PD sessions planned based on teacher identified needs <p>*Technology support for teachers:</p> <ul style="list-style-type: none"> • Casper – iPad app – central management • 	<p><i>*IT coordinator completed introductory sessions in all schools, except TCS (devices not yet in place)</i></p> <p><i>*as of Feb 2016 all devices are in place</i></p> <p><i>*in progress,</i></p> <p><i>*data currently being collected – no reported damage to date.</i></p> <p><i>*to date, 4 devices have been reported to be damaged in Grades 5 to 8</i></p> <p><i>*request to Maintenance to build charging stations / storage for all classrooms</i></p> <p><i>*Charging stations have been build for the classrooms requesting.</i></p> <p><i>*all Gr 9 devices in place as of Nov 3</i></p> <p><i>* all sessions with IT coordinator completed</i></p> <p><i>* in place – will need to begin replacement program to upgrade first generation iPads for 2016-17-</i></p> <p><i>*small pilot in Gr 3/4 Erickson Elementary to evaluate the use of Mini IPADS in the grade K to 4 levels (5 mini iPads deployed)</i></p> <p><i>*no requests at this time – call for proposals for 2016-17 (due in time for budget considerations)</i></p> <p><i>*Feb 29 Divisional in-service: OneNote, Maple, ICE unit, Copyright in the classroom, use of iPad for walk through supervision for school administrators</i></p> <p><i>*Sept 23 Div PD – Microsoft applications (OneNote, OneDrive, Sway / Mix);</i></p>	<p>*Students and teachers will use their technology regularly to demonstrate their learning.</p> <p>*Divisional standard for ethical use will be established and distributed.</p> <p>*Data to indicate less damage / fewer repairs and replacements.</p> <p>*More individual teacher requests will demonstrate a deep understanding of technology integration to enhance student learning.</p> <p>*Teachers will effectively and regularly use division sanctioned programs and software:</p> <ul style="list-style-type: none"> • For instructional purposes • For communication with students and parents <p>*Technology will run smoothly with minimal disruptions to the teaching / learning process.</p>	<p>2015-2018</p>

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		<ul style="list-style-type: none"> Help Desk – two techs responding to school / division needs 	<p>SchoolBundle, Linc, school based technology initiatives</p> <ul style="list-style-type: none"> *Needs assessment completed; data to inform “next steps” *Oct 23 (SAGE) – locally offered session SchoolBundle *IT teacher coach working with teachers individually as requested *update to SchoolBundle will inform PD needs <p>*Casper app: training for IT coordinator, system tech re: software management</p> <ul style="list-style-type: none"> *Casper pilot at Rivers Elem Gr 5/6 *Response time: 1 day or less *Casper/JamF software is running in Onanole, TCS, RES, will be installing in the remaining schools in March and April *development of an APP evaluation from, sharing APP evaluation through Schoolbundle resources 		
<p>Technology will enhance and support communications throughout the Division and with community partners.</p> <p><i>Excellence in Education Sustainable Future Community Partnerships</i></p>	G. Butler	<p>*School Bundle will be fully implemented as the communication vehicle among staff, students, parents, and community providing a uniform approach across the Division.</p> <ul style="list-style-type: none"> Parent portal to open January 2016 PD for staff across the Division re: components of Schoolbundle Implementation of relevant updates and supporting PD <p>*Lync & Cisco Jabber fully implemented.</p> <p>*Power Teacher & Power School:</p> <ul style="list-style-type: none"> New Teacher PD Continued updates – corresponding PD for school based staff 	<ul style="list-style-type: none"> *on hold due to SchoolBundle enhancements *Schoolbundle Parent Portal – New target date of Sept 2016 *on-going – IT coordinator & IT teacher coach available on request <p>*have ordered enhancements to ensure smooth teacher / student communication & sharing of assignments using any device</p> <ul style="list-style-type: none"> *meeting with Staff in each school to review the direction of the division and Schoolbundle *Schools have submitted school Technology Plans for the 2015-2016 school year. <p>Lync & Cisco Jabber fully available – some teachers / staff using regularly; working towards full implementation</p> <p>*New teacher orientation Sept 3</p> <p>*no requests for PD to date; IT coordinator & IT teacher coach available on request</p>	<p>*All staff are using School Bundle to communicate with other staff, with students, parents and community.</p> <p>*All staff are using Lync and Jabber to communicate by voice.</p> <p>*Teacher records are current and information is accurate.</p>	2015-2018
<p>Technology will support the</p>	G. Butler	*Regular upgrades:	*On-going:	*Minimal disruptions to the day to day	2015-2018

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day to day business and logistics of the Division. <i>Excellence in Education Sustainable Future Community Partnerships</i>	R. Adams	<ul style="list-style-type: none"> • Hardware • Software / programs <p>*New inventory system:</p> <ul style="list-style-type: none"> • All technology / devices have been inventoried <p>*Ongoing technology support:</p> <ul style="list-style-type: none"> • Two division technician to support division sites • Relevant manuals posted for staff use / problem solving <p>*Cisco phone system:</p> <ul style="list-style-type: none"> • Teacher self-help web-based module implemented 	<p>*upgraded teacher desktops (approx. 20)</p> <p>*servers & switches – upgrades – moving towards a centralized server system (into D.O., and out of schools)</p> <p>*On going: all new devices have been inventoried; now need to make deletions (old / obsolete equipment).</p> <p>*working with MCI to review inventory procedures for administrators; working to establish school based responsibility for inventory procedures for equipment & resources</p> <p>*Response time one day or less</p> <p>*Continual updates to posted manuals – all current</p> <p>*Creation of a “Knowledge Base” within Help Desk to foster staff independent trouble shooting</p> <p>*Module in place</p>	operations. *Inventory records are current and accurate. *Help Desk service call data will indicate frequency of technology support. *Self-help manuals are current and accessible for all users.	

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SRB-Atrieve payroll, financial / accounts and human resource program will be operating and users will be proficient and functionality improved. <i>Healthy Living Sustainable Future</i>	K. McNabb L. Good	*Continue to implement the new Payroll, Financial / Accounts, Human Resource software program and successfully train staff. *Improve functionality of the new program – develop reports, manuals, dashboards, assistive information for users. * Implement online expense claim process and electronic scan and storage of invoices.	*Process / plan to implement the following enhancements in 15/16 has started: <ul style="list-style-type: none"> • Online Employee Expense Reimbursement • Document Scan Storage • Excel integration / Data Warehouse *Document Scan Storage project implemented; Excel integration / Data Warehouse in process – will be complete by June 30, 2016: Online Employee Expense Reimbursement implementation deferred to 2016-2017.	*Users of new program are competent and confident in using it. *Functionality of the new program is improved – users become proficient in the programs and reports. *Dashboards and assistive information is customized for users. *Fiscal accountability of the Division is improved. *Reduced paper documentation in accounts department – electronic records are the standard.	2014-2017
Support staff will be well oriented to Divisional policies, procedures, practices. <i>Healthy Living 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.	*Deferred to 16-17	*Staff will be informed of Divisional employment, payroll and personnel policies and practices. *Requests to payroll and personnel staff will reduce.	2015-2017
Development of new and / or renovated Division Office facilities. <i>Healthy Living Sustainable Future</i>	Sr. Adm.	*Based on consultation with staff and the Board of Trustees, a renovation plan for the Provincial Building as the Division Office will be developed and implemented. * A variety of options for facility development of the Maintenance Shop and Transportation Garage will be investigated. *Partnerships with Manitoba Hydro and the Town of Minnedosa will be investigated.	*Division office renovation documents are completed, project has been tendered and construction awarded to Regent Construction; start-up meeting has been held and construction on second floor renovations to commence in late November. *Second floor renovations completed; Manitoba Government Departments moving to second floor leased space the week of March 14, 2016; Renovation of main floor for RRSD commences March 21, 2016; Furnishings plans review March 16, 2016. * 36 Armitage renovations continuing on schedule: Furniture plan finalized-anticipate occupancy in mid- late August; Discussion regarding property exchange with Town of Minnedosa will be planned for summer / fall 2016; Interest in Manitoba Hydro Building has been confirmed – anticipate information with be available in fall 2016.	*Renovation of the Provincial Building as the new Division Office will be completed for occupancy by July 2016. *A plan for renovation or construction of a new Maintenance Shop will be developed for occupancy by July 2018. * Options for replacement / improvement of the Transportation Garage will be investigated by 2020.	2015-2020

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All worksites in the Division will comply with WSH training regulations. <i>Healthy Living Sustainable Future</i>	K. McNabb	*Develop and implement positive and proactive options for WSH training opportunities.	*WSH committee member advised of 2 training opportunities - Safe Work VIP Conference (Sept 2015) and -MSBA-MTS Committee Training session (Oct 2015). *RRSD employees attend Safe Work conference in January 2016. *Information on Safe Work VIP conference in Sept 2016 has been distributed; during summer 2016 will assess potential to host RRSD WSH conference / professional development session in 2016-17.	*All WSH Committee member will receive annual WSH training opportunities.	2014-2020
Administrative Support workstations will be ergonomically positive for employees. <i>Healthy Living Sustainable Future</i>	K. McNabb	*Implement self-assessment of workstation ergonomics for administration/ office staff. * Develop and implement a plan to address ergonomically deficient work spaces.	* School Secretaries and administrative support provided training on a self-assessment process for ergonomically positive workstations; School Secretaries and administrative support staff encouraged to identify any aids or workstation revision to ergonomic keyboards to Secretary-Treasurer; ergonomic keyboards, mouse and wrist supports purchased and distributed to those secretaries that requested; Division office administrative support staff reviewing two models of adjustable standing work station – feedback will inform future purchases for School Secretaries and other administrative employees. *Division Office staff selection of adjustable standing workstations will be finalized by March 31, 2016. School based administrative support staff to review and make selections by May 30, 2016. *Sit- Stand adjustable workstations (Vari-Desks and accessories) have been specified for Division office employees and have been ordered for School Secretaries.	*Administrative support staff understand positive workstation / office ergonomics. * Administrative support staff regularly assess and identify issues and participate in developing solutions to have ergonomically positive work stations. *All administrative support staff workstations are ergonomically positive.	2014-2020
Financial policy of RRSD is focussed on RRSD education being equitable for all students. <i>Healthy Living Sustainable Future Excellence in Education</i>	Sr. Adm. Board	*Identify areas of inequity for RRSD students in the educational programs / systems. *Propose equitable solutions / related to inequitable provision of programs (access to and financial support).	*RRSD Board approves funding to eliminate Band rental fees in 16-17. *Request sent to Principals for proposal on Band program costs to eliminate rental fees is in process; Administrative procedures an school Band budget 2016-2017 allocations will be developed and communicated to principals prior to September 2016-2017.	*Inequities are identified and addressed or minimized. *Budget decisions consider programming that is equitable for all students.	2015-2020

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Pre School Transportation Plan <i>Sustainable Future Healthy Living Community Partnerships Excellence in Education</i>	D. Tesarowski	<ul style="list-style-type: none"> *Review pilot project transporting students to school based pre-kindergarten program at Douglas school. *Assess and identify positive impacts and challenges. *Develop a plan to address challenges and to provide transportation to accommodate expansion of the pre-kindergarten program divisionally. *Review and identify changes needed for bus purchasing specifications to meet pre-kindergarten student transportation in the future. 	<p style="color: red;">Transportation of Pre-K students is going well.</p> <p style="color: red;">*Older siblings are doing the harness hook up at both the home and school.</p> <p style="color: red;">* The Pre-K teacher has reviewed ridership information (video and brochures) and discussed bus safety with the class. Feedback from the older siblings and teacher.</p> <p style="color: red;">*No negative feedback or concerns from the 3 participating families.</p> <p style="color: red;">*The older sibling buddy system is working well with no significant issues.</p> <p style="color: green;">*Positive report on this pilot project. Parents have been required to provide transportation for Pre K on a couple of occasions for each route when mechanical issues occurred without notice when a properly seated bus was not readily available for substitution.</p> <p style="color: green;">Plans for transport of Pre-K students in 16/17 dependent on enrollment and seating availability.</p> <p style="color: blue;">* Pre-K students are not being transported by school bus in 2016-17.</p>	<p style="color: red;">*A plan for safe transportation of pre-kindergarten students is developed that will accommodate the expansion of this programming in the school division.</p>	2015-2020
Increase efficiency and accountability in route mapping and review <i>Sustainable Future Healthy Living</i>	D. Tesarowski	<ul style="list-style-type: none"> *Investigate the application, benefits and cost of electronic mapping. 	<p style="color: green;">*Information on the “Bus Manager” program from Repromap LTD received. The system marketed is computer based system that mirrors the current manual system. Cost estimate is pending.</p> <p style="color: blue;">*A proposal with pricing has not been received. The current system manual used is well accepted by the drivers and the Transportation Supervisor and continue for the foreseeable future. As a side note, the change to using MS-Access to manage bus student lists was beneficial and provides for quick updates and changes as students change and to manage student counts and grade advancement.</p>	<p style="color: red;">*Report on available electronic mapping options and a cost benefit analysis for budget consideration.</p>	2015-2017
Reduce excess inventory <i>Sustainable Future</i>	D. Tesarowski	<ul style="list-style-type: none"> *Identify obsolete parts in stock and investigate return of part to dealers. *Establish a system to regularly review the parts inventory and dispose of obsolete parts. <i>(annual to bi-annual).</i> 	<p style="color: red;">*Parts inventory review has commenced with few parts being found so far to be obsolete. A clean-up of the inventory is underway.</p> <p style="color: green;">*This initiative is completed with obsolete parts being returned to the dealers for credit.</p>	<p style="color: red;">*Inventory stock is current; obsolete inventory is eliminated.</p>	2015-2016
Reduce surplus Division fleet vehicles <i>Sustainable Future Healthy Living</i>	D. Tesarowski	<ul style="list-style-type: none"> *Assess need for “back-up” vehicles in fleet vehicle inventory. *Review surplus vehicle history, use, and repairs and identify / prioritize vehicles for disposal. *Safety, detail, and advertise for disposal. 	<p style="color: green;">* Discussion on disposal of 2 surplus vehicles ongoing with Maintenance Supervisor.</p> <p style="color: blue;">*The discussion is still ongoing and the surplus vehicles are seeing limited use. The Student Services van is being replaced and, the sale of the student services van is planned this summer.</p>	<p style="color: red;">*Surplus vehicles are eliminated.</p>	2015-2016

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Improved aesthetics & safety of building exterior <i>Sustainable Future Healthy Living</i>	F. Scott	*TCS Replace sidewalk between MCI & TCS	*Deferred to 16-17 *To be completed Late June / July 2016	*Safe & level sidewalk.	2015-2016
		*Forrest Replace south wood ramp with concrete New fence	*Deferred to 16-17 * Will be completed by June 30, 2016 *Completed	*Safe & level sidewalk. *To define existing sidewalk & walkway	2015-2016
		*Rapid City Remove front sidewalk & replace with concrete	*Defer to 16-17 * Will be completed by June 30, 2016	*Safe & level sidewalk.	2015-2016
		*MCI Repairs to east ramp with concrete	*Deferred to 16-17 *Will be completed by June 30, 2016	*Safe & level sidewalk.	2015-2016
		*Erickson Elem. New Fence	*Completed	*Provide separation from playground and west road	2015-2016
Improve aesthetics & safety of building interiors <i>Sustainable Future Healthy Living</i>	F. Scott	*Locker replacement Elton & ECI	*Lockers are in - ready to be installed *Completed	*Improve appearance & functionality for students.	2015-2018
		*Bathroom partitions replacement Rapid City & TCS	*Ordered	*Appearance improved when old rusty partition is replaced with new one.	2015-2018
		*Flooring replacement TCS (2 classroom & office) Douglas (3 classrooms & entrance) Forrest (south hallway)	*Completed *To be completed July 2016 *Completed *Completed	*Safety & appearance will be improved.	2015-2018
		*Painting in schools Forrest	*Ongoing	*Safety & appearance will be improved.	2015-2018
		*TCS Hot water tank for Home Ec.	*New water tanked has been delivered and will be installed. *Completed	*Improve water temperature for Home Ec.	2015-2016
		*All schools <ul style="list-style-type: none"> • Hand dryer installation in school bathroom • Installation of security cameras in all school entrances 	*Model selected for all school / division bathrooms -30 hand dryers have been ordered. *All existing hand dryers replaced, more to be installed as we renovate bathrooms.	*Safety & appearance will be improved.	2015-2020
Division Capital D Plan for Schools <i>Sustainable Future Healthy Living Excellence in Education</i>	F. Scott K. McNabb	*RCI Water sewer replacement	* Defer to 2017-2018	*The water supply & sewer drainage will improve with replacement of water & sewer lines that are original to the building.	2015-2017
		*ECI Greenhouse	* Erickson Collegiate requested to submit proposal *On hold until 16-17 – Instructional Renewal Program request submitted to PSFB.	*Improve current greenhouse program for ECI students.	2015-2017

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		*ECI Acoustic panels for band room	*Ordered *Completed – Feb 29/16	*Sound on stage will improve for band program.	2015-2016
		*MCI New gym floor	*Defer to 2017-2018	*A much needed safe & better floor for students & staff.	2015-2018
		*TCS Blind replacement in the Pit	*Ordered	*Control lighting for presentations.	2015-2016
		*TCS Bleacher replacement	*Completed	*Safer seating in gym.	2015-2016
		*TCS Parking lot & sidewalk	*Parking Lot full replacement on-hold; patched in summer 2015. *Consider sidewalk replacement in 16-17.	*Safe & level parking in parking lot.	2015-2018
5 Year Capital Plan for PSFB <i>Healthy Living Sustainable Future Excellence in Education Community Partnerships</i>	Sr. Adm. F. Scott	*RCI, ECI, Elton & TCS Upgrade Science Labs	*5 Year Capital Plan & Instructional Renewal Program request submitted to PSFB.	*Modern Science Labs to current educational standards.	2015-2020
		*TCS South roof replacement	*Project has been tendered – to be completed in Spring 2016. *To be completed July 2016	*Roof won't leak.	2015-2016
		*TCS Heat pump replacement	*5 Year Capital Plan & Instructional Renewal Program request submitted to PSFB.	*Improved heat & air quality.	2015-2020
		*Elton Furnace replacement	*5 Year Capital Plan & Instructional Renewal Program request submitted to PSFB.	*Improved heat & air quality.	2015-2020
		*Rapid City Roof replacement	*To be completed summer of 2016	*Roof won't leak.	2016
		*Rivers Coll. 32 space - child care renovation	*Preliminary planning meetings held- schematic design options being Reviewed. *Sketch Plan and Design Development plan submitted to PSFB; Approval pending with a plan to tender the project by early June 2016; construction start in summer 2016; construction completion January 2017. *Tender by July 1, 2016: construction start in late summer 2016; construction completion January 2017.	*Provide a safe space for pre-school children.	2015-2016
Custodians & Maintenance staff will be knowledgeable in safety procedures <i>Sustainable Future Healthy Living</i>	F. Scott	*Provide workplace Safety & Health training for staff.	*Playground Inspection course completed for all Custodians. *Cleaning supplies PD session scheduled for Spring of 2016. *All courses completed	*All staff receive annual training.	2015-2018