



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

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

2017 – 2018

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

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2017 – 2018

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>(When is the initiative expected to be completed)</i>
Governance Goal #1: By September 20, 2017 a schedule of regular meetings of the Superintendent and Board Chairperson will be agreed on and adopted for the 2017-18 school year to review the Board meeting agenda.	M. Ploshynsky T. Maduke	<ul style="list-style-type: none"> The Chairperson and Superintendent will meet and develop a schedule to review the agenda in preparation for Board meetings 	<p>*September 14, 2017 the Chairperson and Superintendent met and the routine pre-meetings will occur on Tuesdays from 10:30 to 12:00 am at RRSd office. In the event of scheduling conflicts, an alternate meeting time will be mutually determined.</p> <p>*Schedule completed and meeting on-going.</p> <p>*On-going: Board Chairperson and Superintendent meet as per schedule to review agenda prior to Board meetings.</p>	<p>*A routine schedule is developed by the Superintendent and Board chair to meet to prepare for Board meetings.</p> <p>*The Superintendent and Board Chair meet as per schedule for the 2017-18 School year.</p> <p>*Board feedback to monitor and determine the effects pre-meeting preparation during Board meetings.</p>	<p>Completed Beginning of September 2017 to June 30, 2018 and on going thereafter.</p> <p>On-going</p> <p>November 2017</p>
Governance Goal #2: By June 30, 2017 the School Board will implement a routine process that will recognize, embrace, appreciate and leverage off the strength of our diverse trustees.	M. Ploshynsky T. Maduke	<ul style="list-style-type: none"> The Superintendent and Chair will meet to develop a routine process to be used at Board meetings for decision making. 	<p>*The Superintendent and Board Chair met to develop the routine decision-making process in September-October 2017.</p> <p>*Share and implement the routine decision-making process with the trustees at the Committee of the Whole meeting on October 20, 2017.</p> <p>*Completed for use if required and requested by the Board Chair.</p>		<p>Completed September/October 2017 and ongoing implementation thereafter.</p>
Governance Goal #3 - Trustee Conflict of Interest Policy By June 30, 2018 review/revise/create Policy GBCA/P for adoption regarding Trustee conflict of interest.	M. Ploshynsky T. Maduke K. McNabb Policy Committee	<ul style="list-style-type: none"> The Board will create a new/revise Conflict of Interest Policy using the resources/information provided in the Board Evaluation Report of June 21, 2017 completed by Roy Seidler Review the following with the Board: Trustee Code of Conduct Policy. Trustees Code of Ethical conduct (Policy BBF/P) Review the MSBA Publication "Leading Together: A Resource Guide for School Boards, Superintendents, and Secretary Treasurers". 	<p>*When the Superintendent and Chair meet prior to Board meetings the Board Agenda will be reviewed to determine if there is potential for conflict of Interest.</p> <p>*The Chair will contact Board member(s) regarding the Conflict of Interest and request Board member(s) excuse themselves during the agenda item.</p> <p>*Conflict of Interest Policy drafted to be reviewed by Policy Review Committee at April 4, 2018 meeting.</p>	<p>*Policy GBCA/P completed by the policy committee and adopted by the Board for implementation.</p>	<p>June 30, 2018 Completed</p>

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Governance Goal #4 - Community Engagement Plan By June 30, 2018 Policy ABA/P Community Engagement in Education Decision making will be revised and amended by the Board.	M. Ploshynsky Policy Committee	<ul style="list-style-type: none"> The Superintendent will provide draft #1 of revised policy ABA/P to the Policy Committee for review and revision. 	<p>*Completed November 3, 2017 at the Policy Committee meeting</p> <p>*Policy ABA/P - Community Engagement in Education Decision amended and adopted by the Board November 2017.</p>	*Policy ABA/P Adopted by the Board.	June 30, 2018 Completed
Governance Goal #5 - Incidental information At the Committee of the Whole Board meeting on October 18, 2017 the Board will develop an administrative guideline regarding what type of "incidental information" needs to be circulated outside the regular board meeting schedule.	M. Ploshynsky T. Maduke	<ul style="list-style-type: none"> Review the Governance Matrix of Roles and Responsibilities. Define what is considered incidental information and ensure understanding of monitoring and decisional information. Develop a document to be included in "Trustee Folder of Tools" that defines incidental information to be circulated outside the regular board meeting. 	<p>*Completed review of the Governance Matrix.</p> <p>*Trustees corroborated and provided information to the Superintendent at the October 18, 2017 Committee of the Whole meeting.</p> <p>*The Provincial Incident Report Form will be used as the guiding document to define information shared outside the regular board meeting.</p>		Completed Fall 2017
Governance Goal #6 – Recommendation Develop an orientation program for newly appointed trustees for 2018-19.	M. Ploshynsky	<ul style="list-style-type: none"> Utilize the current RRSD Orientation Program Manual for Trustees. Assign a mentor to newly appointed Trustees. 			Fall 2018
Education Leadership 2017-2018 The goal for 2017-18 is to provide continued focus to meet the goals established in the 2016-2021 RRSD Strategic Plan in the following 4 priority areas:	M. Ploshynsky	<ul style="list-style-type: none"> Review and analyze data that will facilitate subsequent planning for continuing improvement of student achievement at the school and school division level in the 4 priority areas. 	<p>*At the commencement of the school year, data will be provided to each school principal to inform their 2016-2017 successes and provide baseline going forward to inform school planning.</p> <p>*Completed the Annual Report on Continuous Improvement, presented to the Board and Principals on October 29 & 30, 2017, and submitted to Manitoba Education.</p>	*Prepare and submit to the board a report on student achievement for the previous school year. *Submit the RRSD Annual Report on Continuous Improvement to Manitoba Education and Training.	October 30, 2017 Completed

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<ol style="list-style-type: none"> 1. Mental health and Well Being 2. Cultural Proficiency 3. Literacy 4. Numeracy 					
Priority #1 - Mental Health and Well Being By June 2018 schools will adopt the PAX program to ensure the development of a safe and orderly environment that supports cooperation, collaboration and student engagement in all schools.	M. Ploshynsky G. Butler L. Martin	<ul style="list-style-type: none"> • Division-wide PAX professional development provided to all school staff in 2017-18 school year. • Provide PAX Café's through the year to support program implementation • PAX to the MAX (PAX Heroes) provided to principals, student services, and clinicians to support students with complex needs. • Develop RRSD Code of Conduct Policy 	<p>*Completed on September 5 & 6, 2017.</p> <p>*PAX Café schedule provided to all schools first.</p> <p>*PAX Café completed on October 30, 2017.</p> <p>*PAX Café completed January 30, 2018.</p> <p>*PLC Triads to support implementation.</p> <p>*April 25th PAX to the MAX Professional Development planned for Principals, Resource Teachers, Guidance Counsellors and Clinicians.</p> <p>*RRSD Code of conduct drafted for review by Policy Committee Spring 2018.</p> <p>*Code of Conduct Policy completed, and stakeholder guidelines submitted to Leech printing for printing in flip book format for distribution in September 2018.</p> <p>*The data collection phase of PAX evaluation to be completed by June 12, 2018.</p>	<p>*PAX PD provided to all staff.</p> <p>*PAX Café's scheduled and circulated to all schools.</p> <p>*Policy adopted and guidelines developed for distribution to stakeholders.</p> <p>Flip book printing to occur summer 2018 at leech printing and distribution in September 2018.</p> <p>*Results provided to RRSD by HCMO fall 2018.</p>	September 2018 (completed) October 30, 2018 (completed) January 30, 2018 (completed) April 30, 2019 Completed June 30, 2018 RRSD completed the data collection phase June 12, 2018.
Priority #2 - Cultural Proficiency By June 2021, all schools will report progress toward cultural proficiency in the five elements of a culturally responsive curriculum.	M. Ploshynsky	<ul style="list-style-type: none"> • FNMI content, perspectives and ways of knowing integrated into curriculum. • PD opportunities provided for teachers. • Lesson Plans created by RRSD teachers that incorporate aboriginal content are posted on the RRSD school bundle site for teachers. 	<p>*Progress made to date and on-going infusion of Aboriginal perspectives and ways of knowing into the curriculum.</p> <p>*On-going</p> <p>*Completed</p> <p>*Infusion of Aboriginal Culture and ways of knowing in curriculum in all schools (On-going).</p> <p>*Books ordered for infusing historical truths and the contributions/innovations/inventions of aboriginal knowledge into curriculum. (On-going)</p> <p>*mRLC PD Opportunity "Wahkotowin: The Road Towards Reconciliation" attended by 6 staff members. (On-going)</p>	<p>*Tell Them From Me survey data indicates a welcoming school environment.</p> <p>*Tell Them From Me student responses indicate they are being taught aboriginal content and ways of knowing.</p> <p>*Responses on the Cultural Proficiency Rubric progress from the left to the right column, which indicates growth in</p>	June 2018 June 2018 June 2018

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			<p>*Presentation at Saskatoon Rural Symposium on RRSD Cultural Proficiency goals and progress to date.</p>	<p>providing a culturally proficient curriculum from the previous year. *Present at the Rural Symposium in Saskatoon.</p>	<p>*Completed March 26, 2018</p>
<p>Priority #3 - Literacy By June 2018, 70% of all RRSD students will achieve a minimum of 3 (Good understanding and application of concepts and skills) on the provincial report card scale in all core content areas.</p>		<ul style="list-style-type: none"> Input outcomes into Gradebook to ensure instruction and assessment are aligned with provincial curriculum. Provide access to a divisional IT Coach, a stable resource for job-embedded professional development to support educators to manage student information and use data to inform student achievement of curricular outcomes to improve learning. Provide access to a divisional Literacy Coach, a stable resource for job-embedded professional development to generate improvement in reading, writing and student learning to achieve Manitoba provincial curricular outcomes. Routine review and monitoring of data provided by the classroom teacher in Gradebook will concentrate everyone's attention on supporting student achievement and foster professional collaboration and collective accountability for those students requiring targeted supports. 	<p>*Work in progress for Grades 7 & 8. *On-going</p> <p>*On-going routine action. *On going routine action provided to school staff when required by division office support staff. *On going routine action provided to school staff when required by division office support staff.</p> <p>*Literacy Coach not available because of change in role assignment. Support provided by division office support staff when requested. *Literacy Coach not available because of change in role assignment. Support provided by division office support staff when requested.</p> <p>*On-going routine action. *A grade group meeting provided late fall. *On-going routine action provided to school staff during grade group meetings, school team meetings, PLC's *Using formative assessment, classroom teachers analyze and respond to student needs.</p>	<p>*School curriculum and assessments link to provincial curriculum outcomes. *Clear and measurable goals are established and focused on improving overall student achievement at school level. *Data in Gradebook is routinely analyzed, interpreted and used to monitor progress toward school achievement goals. *School and classroom RTI practices are in place to help students meet achievement goals when data indicates interventions are needed. *Manitoba Report Card Data and Provincial Literacy Assessments indicate progress in student achievement.</p>	<p>June 2018</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
<p>Priority #4 - Numeracy By June 2018, 70% of all RRSD students will achieve a minimum of 3 (Good understanding and application of concepts and skills) on the provincial</p>		<ul style="list-style-type: none"> Input outcomes into Gradebook to ensure instruction and assessment are aligned with provincial curriculum. Provide access to a divisional IT Coach, a stable resource for job-embedded professional development to support educators to manage student information 	<p>*On-going process. *On-going process. *On-going process. *On-going process. *On-going routine action provided to school staff when required by division office support staff.</p>	<p>*Clear and measurable goals are established and focused on improving overall student achievement at school level. *Data is routinely analyzed, interpreted and used to monitor progress toward</p>	<p>June 2018</p> <p>On-going</p>

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<p>report card scale in Mathematics strands (Number Sense, Patterns and Relations, Shape and Space, and Statistics and Probability) in all grades.</p>		<p>and use data to inform student achievement of curricular outcomes to improve learning.</p> <ul style="list-style-type: none"> • Provide access to a divisional Numeracy Coach, a stable resource for job-embedded professional development to generate improvement in numeracy and student learning to achieve Manitoba provincial curricular outcomes. • Routine review and monitoring of data provided by the classroom teacher in Gradebook to concentrate everyone's attention on supporting student achievement and foster professional collaboration and planning for those students requiring targeted supports. • Learning for principals in mathematics, mathematics pedagogy and instructional leadership in mathematics in their schools. • Development of a collaborative professional development model that allows educators the opportunity to work together. 	<p>*On-going routine action provided to school staff during grade group meetings, school team meetings, PLC's</p> <p>*Numeracy coach providing on-going supports for classroom teachers.</p> <p>*Upon request numeracy coach provides co-teaching support to classroom teachers.</p> <p>*On-going routine action provided during grade group meetings, school team meetings, PLC's</p> <p>*On-going routine action.</p> <p>*Using formative assessment, classroom teachers analyze and respond to student needs. (On-going)</p> <p>*On-going routine action during grade group meetings, school team meetings, PLC's.</p> <p>*Provided in mRLC and on an on-going basis.</p> <p>*Provided in mRLC and on an on-going basis.</p> <p>*Provided in mRLC on an on-going basis.</p> <p>*Drafted PLC Guidelines and shared with Principals for feedback and revision.</p> <p>*Implementation of PLC triads.</p> <p>*mRLC Numeracy Action project includes grade 6 and 9 teachers to strengthen effective pedagogy in math instruction.</p> <p>*Introduction of Learning Sprints to support staff collaboration and targeted student interventions.</p>	<p>school division and school achievement goals.</p> <p>*School and classroom RTI practices are in place to help students meet achievement goals when data indicates interventions are needed.</p> <p>*Increase in achievement in mRLC Math assessment data.</p> <p>*Manitoba Report Card Data and Provincial Numeracy Assessments and MRLC math assessments (Pilot project) indicate progress in student achievement.</p> <p>*Attend mRLC PD opportunities.</p> <p>*Discuss and present learning Sprints approach for PLC's with Principals at RREAL Team meeting and one to one discussions.</p> <p>*Register school teams for Learning Sprints PD opportunity provided in Brandon in 2018-19.</p> <p>Participants registered for 2018-19</p>	<p>On-going</p> <p>On-going</p> <p>June 2018</p> <p>Completed for 2017-18 school year</p> <p>Completed May and June 2018.</p> <p>Completed</p> <p>Completed</p>

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Formula-Based Funding Implementation By June 2018, the Formula-Based Funding Committee will develop a draft process for allocating supports to meet diverse student needs.	Mary-Anne Lisa	<ul style="list-style-type: none"> *Steering committee meet at 4 times this school year *Develop rubric to assess individual student need *Require development of student profiles to inform class and school profiles *Develop draft process *Share with Student Services Team (including school administrators, guidance and resource teams) for feedback *Pilot 2018-2019 implementation 	<ul style="list-style-type: none"> *Rubric in draft form *Committee meeting Sept. 25; follow up meetings dates going forward *Rubric in final stages of development *Committee awaiting announcement from Manitoba Education related to formula. *Steering committee mandate complete – Rubric finalized and distributed *Manitoba Education and Training – no formula developed for 2018-2019 school year *Goal met 	<ul style="list-style-type: none"> *Draft process complete *Shared with Student Services Team 	June 2018
Outcomes-Based Teaching and Assessment in Kindergarten By June 2018, Kindergarten teachers will implement the new online Kindergarten report card focussing on curricular outcomes.	Lisa	<ul style="list-style-type: none"> *Draft Kindergarten Report to developer for construction *Provide appropriate professional development for school administrators and Kindergarten teachers *Support teachers as they implement outcomes-based assessment 	<ul style="list-style-type: none"> *Draft has gone to developer; clarification requested and provided *Workshops scheduled for Oct. 13 including school administrators and Kindergarten teachers – Growing Readers and Writers, Growing Mathematicians *Growing Readers and Writers, Growing Mathematicians – well received by administrators and K teachers *Kindergarten Report complete and online – will be used for November reporting *Report used for November reporting using PowerTeacher Pro *Shared report and background with Board of Trustees on February 14 *Goal met 	<ul style="list-style-type: none"> *Draft report is created *Online template complete *Teachers using to inform parents of their child’s progress. 	June 2018
Behaviour Planning By June 2018, school teams will develop Behaviour Plans using the Individual Education Plan template (CLEVR) for students who need behaviour support.	Lisa	<ul style="list-style-type: none"> *Review new Safe Schools Policy in detail with Student Services Teams (Administrator, Resource teachers and Guidance counselors) *Provide appropriate professional development focussing on planning for behaviour for Student Services Teams and Clinicians (Psychologist, Social Worker) *Review divisional planning templates and provide opportunities for practical application at Student Services meetings 	<ul style="list-style-type: none"> *Safe Schools Policy approved by Policy Review Committee – Presented at Board meeting November 13, 2017. *Date set for review and PD *Nothing to report *Reviewed use of IEP document on CLEVR with Guidance team with focus on planning for behaviour *PD focussed on Planning for Diversity as first step *Planning for Diversity workshop well received *Safe Schools workshop planned for Tuesday, October 2 with Manitoba Education 	<ul style="list-style-type: none"> *Safe Schools policy distributed *Professional Development held *Behaviour plans developed using CLEVR 	June 2018

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Student Specific Program Planning By June 2018, Student Services teams will understand and correctly apply the following terminology to Student Specific planning: adaptation, modification and individualization.	Lisa	<ul style="list-style-type: none"> *Provide professional development for Student Services Teams and Clinicians (Psychology, Social Work and Speech/Language) focussed on definitions of adaptation, modification and individualization and appropriate application of those terms to Student Specific Planning *Review templates on CLEVR *Provide opportunities for supported practice using scenarios 	<ul style="list-style-type: none"> *Oct. 3 – Modified, Individualized, and Adapted programming review; review of CLEVR templates and expectations for use *M, I and Adapted programming reviewed as part of the updated policy IKAA/P and IKAA/R *More in-depth review rescheduled to future meeting *IEPs, AEPs and Counselor Logs online and being used by staff *One day session entitled Planning for Diversity on Jan. 23 with very positive feedback *Ongoing supported practice provided during school visits, Guidance and Resource teacher meetings - Goal met 	*Divisional audit of 10% of Student Specific plans per school on CLEVR demonstrate that staff understand terms and are using them appropriately	June 2018
Transition Planning Protocols – Grade to Grade and School to School By June 2018, school teams will implement divisional protocols for grade-to-grade and school-to-school transitions for all students.	Lisa	<ul style="list-style-type: none"> *Research transition protocols used by other division and jurisdictions *Share those protocols with committee *Develop Rolling River protocols based on feedback from committee *Share RRSD Protocols with Student Services Teams for pilot implementation in June, 2018 *Feedback compiled from school teams *Feedback used to improve RRSD Protocols 	<ul style="list-style-type: none"> *On-going *Ad Hoc Committee of the Formula-Based Funding Committee meeting to develop DRAFT transition document/template for transition from Elementary to High Schools *Draft Protocol in development, shared with Superintendent for feedback and next steps (Preschool to School, School to School and School to Community transitions) *Transition process being piloted in Elton Collegiate, Douglas Elementary, Rapid City School and Forrest Elementary 	<ul style="list-style-type: none"> *Committee set *Rolling River protocol drafted for pilot in June 2018 *Feedback generated *Final draft complete 	October 2018

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aParent Communication	G. Butler	*Catchment area PowerSchool for parents. <ul style="list-style-type: none"> Working with parents to walk through the online school portal parents have access. Highlighting access to marks, attendance and assignments. 	*On-going *On-going *This has been put on hold as we move forward with new webpages for schools and Division office.	*Increasing the number of parents and students who are accessing the Parent and student portal.	April 2018
Principals accessing and using the walkthrough tool.	G. Butler Mary- Anne	*School Principals will set up accounts and have access to IPADS to use the walkthrough tool in schools.	*All principals have been set up with iPads and the app to do the WalkThrough tool. Principals have been given training on how to use the tool. *On-going gathering of data. *Principals have used the tool to gather data for teacher evaluation.	*September – Setup iCloud accounts and app on IPADS. *October – Principals pilot with 1 or 2 staff members the app in real time. *November– June: collection of Data using the walkthrough tool.	June 2018
Erickson Collegiate Digital Archives	G. Butler B. Lee T. Mathews	*Digitize documents and videos from First Nations Elders. <ul style="list-style-type: none"> Digitized materials will be made available for use in curriculums 	*Equipment has been delivered to the school. Mr. Mathews is connecting with Rolling River First Nations to gather information. *Mr. Mathew is in contact with Rolling River First Nations and is gathering information. *The Rolling River Digital Archive Project continues to move forward. Thomas has spent the second semester familiarizing himself with the equipment, as well as developing a directory and file structuring system that will keep the archive organized and easily accessible. Thomas has done some preliminary off-line web design for an interface, so that the digital files will be accessible, although there are no immediate plans to post the material; the first pieces of the archive will likely not go live until spring of 2019, although the archive itself will be available off line in the interim. *Former treaty commissioner Dennis White Bird has expressed his interest in and support for the project. Thomas will be coordinating a meeting with Dennis in the 18/19 school year, as Dennis has expressed his interest to be a part of the oral history portion of the project, as well as offering guidance in general.	*Documents have been digitized and uploaded. *Teachers and Students have access to enhance curriculum outcomes.	June 2018
Blended Learning – (online Global Issue course)	G. Butler D. Kiazuk High School Admin	*Offering an online course in the second semester in Period 4 to any students in RRSD. <ul style="list-style-type: none"> The Global Issues course will be offered to students in the three other high schools. 	*Department of Education did a session on Blackboard for High School Administration and the RRTA President. Material and equipment has been ordered. Online course manual and registration form have been created. *The Global Issues course is up and running and 11 students have registered. Everything is proceeding smoothly.	*Students enrolled in Global Issues course. *Course starts in Second Semester Credits are completed.	November 2017 January 2018 June 2018.

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			<p><i>*Wrap up meeting will take place on June 26, 2018 to discuss the online course with Mr. Kiazuk and high school administrators. The division is planning on offering the Global Issues again in second semester, plus adding Literary Focus 40S, to be taught by Thomas Mathews.</i></p>		

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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	<ul style="list-style-type: none"> *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 and increase Human Resource program functionality * Implement online expense claim process (2017-2018) *Investigate, review, recommendation on substitute teacher Automated Dispatch module (2018-2020) * Investigate Occupational Health and Safety Module (2019-2021) 	<ul style="list-style-type: none"> *New dashboards created for Senior Administration and Transportation Supervisor. * Substitute Availability screen / reports added for schools *Evaluation monitoring module implemented September 2017. Reports on evaluation schedules and evaluation forms available on Supervisor dashboards. *Employee PD information being input to HR module. * Online expense claim process in testing mode. Some delays – plan implementation for DO and itinerant staff January 2018. * Online expense claim - Pilot of DO and itinerant staff expense claims in process. *Online Expense Claim - Pilot of DO, itinerant and Douglas school staff expense claims in process. Pilot will continue in the fall 2018 with more schools added and full implementation date of Jan 1, 2019. *Attending a session on Automated Dispatch module at the Atrieve Conference Nov. 14-17, 2017. *Attending a session on Occupational Health and Safety Module (at the Atrieve Conference Nov. 14-17, 2017. 	<ul style="list-style-type: none"> *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 and Human Resource accountability of the Division is improved. *Reduced paper documentation in accounts department – electronic records are the standard. 	2017-2021
Support staff will be well oriented to Divisional policies, procedures, practices. <i>Healthy Living Sustainable Future</i>	K. McNabb	<ul style="list-style-type: none"> *Develop and implement a support staff orientation process / manual. (complete in 2017-2018) *Investigate the option to combine the orientation process with teachers. (complete summer 2018) *Investigate the option for an online orientation process. (2018-2019) 	<ul style="list-style-type: none"> * Draft completed. Needs review. *Investigate common administrative orientation process for all staff in summer 2018. 	<ul style="list-style-type: none"> *Staff will be informed of Divisional employment, payroll and personnel policies and practices. *Requests to payroll and personnel staff will reduce. 	2016-2019

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2016-2017 TO 2018-2019

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Development of new and / or renovated Division Office facilities. <i>Healthy Living Sustainable Future</i>	Sr. Adm.	* 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.	* Meeting held with RRSD Lawyer, CAO for Town of Minnedosa and RRSD Secretary Treasurer. RRSD Lawyer is drafting an agreement between Town of Minnedosa and RRSD re: transfer of properties. * Meeting held with new CAO of Town of Minnedosa. Environmental study of the vacant town lot has been completed and there are no environmental hazards. Common agreement reached on key terms of understanding regarding the land transfer. Target presentation of an agreement to the Town Council and RRSD Board in early September 2018.	*A plan for renovation or construction of a new Maintenance Shop will be developed by July 2018 - for occupancy in 2020. * Options for replacement / improvement of the Transportation Garage will be investigated by 2020.	2017-2021
Schools and Division Offices will have safe and secure access and surveillance systems. <i>Healthy Living Sustainable Future</i>	Sr. Admin Maintenance Supervisor	*Develop and implement plan for upgraded security and surveillance systems in Division schools and offices. *Issue and award an RFP by March 2018 * complete implementation of systems divisionally by Fall/Winter 2018	* Draft RFP in process. Will be reviewed by RRSD Electrical Consultant. * Target date to issue RFP is January – February 2018. * Review of Second Draft RFP in process – Revised Target date to issue RFP is April 2018. * Project to have common floor plan drawing format for all schools completed in May 2018 – was required for the Security System RFP. Revised Target date to issue Final review of RFP is July 2018.		2017-2018
Improve Division Office administration efficiencies. <i>Healthy Living Sustainable Future</i>	K. McNabb	* Review the reorganized administrative support jobs, roles and functions to support the efficient and smooth operation of the Administration Office after the elimination of the Assistant Superintendent job.	* Review in process * Continued review with focus on efficiencies for 2018 and beyond. * Review of job duties and responsibilities planned for summer 2018- to accommodate reduction of 0.5 FTE Administrative Support in the Administration office.	*Division Office Administrative Support and Senior Administration job roles and responsibilities and administrative procedures are reviewed and defined to meet administrative demands.	2017-2018
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.	* SAFE WORK Manitoba presented workshop on WSH Committee Basics to RRSD WSH Committee members and representatives on October 17, 2017. * WHIMIS training completed by Oct 30, 2017 for applicable RRSD staff. * SAFE WORK Manitoba workshop on WSH Committee Basics to RRSD WSH Committee members and representatives - April 4, 2018. * Plan for divisional WSH training (2 days) in 2018-2019.	*All WSH Committee member will receive annual WSH training opportunities. *Divisional WSH Conference held annually.	2017-2020

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2017-2018 TO 2019-2020

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Increase efficiency and accountability in route mapping and review. <i>Sustainable Future Healthy Living</i>	C. Woodcock	*Investigate the application, benefits and cost of electronic mapping. *Develop a proposal identifying the benefits, a recommendation for purchase and an implementation plan.	* Have met with Traversa, Transfinder, and Edulog School – Transportation Software representatives and participated in online presentations * Next step - get recommendations, feedback and user information from other divisions who use the software. * Completed a review and made a comparison report of routing software Trans Finder and Traversa <ul style="list-style-type: none"> • After reviewing the report- recommend that we purchase Traversa routing software • 2018-2019 partial Implementation run in background of old system • 2019-2020 full implementation 	*Report on available electronic mapping options and a cost benefit analysis for budget consideration is developed. * Report on benefits and a recommendation on software to purchase by fall 2018. * Implementation in 2019-2020 school year.	2017-2020
Re-organization of Transportation Parts Department. <i>Sustainable Future</i>	C. Woodcock	*Review organization and filing system for parts and identify alternate organization and filing systems. * Identify and address concerns of related to safety and current parts organization and filing. *Establish a system that makes better use of available space at the office (due to re-location of Administration Office).	* On-going * Completed a reviewed of the current organizing system and are implementing the following: <ul style="list-style-type: none"> • reorganized parts to make them easier to find and access • expanded parts storage to the back room in the old computer department • relocated all common parts from the mezzanine floor to the new parts room to improve accessibility and safety (remove hazard of climbing a ladder to access parts). * On-going aiming for a September 2018 completion	* Organization and filing system for parts are reviewed. *Alternative organization and filing systems are developed. *Proposal and recommendation for change and a timeline for implementation is created. * Implementation by the 2019-2020 school year.	2017-2020
Bus Driver Handbook Review <i>Sustainable Future Healthy Living</i>	C. Woodcock K. McNabb	*Bus Driver handbook is reviewed for content, organization, accuracy, and relevancy.	* On-going	*Updated Bus Driver Handbook is created and implemented by September 2020 ensuring content is relevant and accurate and organization is user friendly.	2017-2020

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2017-2018 TO 2019-2020

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Improved aesthetics & safety of building exterior <i>Sustainable Future Healthy Living</i>	F. Scott	*RCI Replace sidewalk north west entrance		*Safe & level sidewalk.	2017-2018
		*TCS Shingle west storage sheds		*Prevent water damage to buildings and contents	2017-2018
		*Forrest Remove sidewalk west side of parking lot		*Safe & level sidewalk.	2018-2019
		*Rivers Elem. Replace Front entrance roof		*Prevent water damage to front entrance canopy	2017-2018
		*Rivers Elem. Replace 2 gym exit doors	*Completed Spring 2018	*Replace old doors and improve appearance	2017-2018
		*RCI Replace west exit door		*Replace old door and improve appearance	2018-2019
		*RES Shingle storage shed		*Prevent water damage to building and contents	2018-2019
		*Erickson Elem Resurface tarmac		*Improve safety and appearance of existing tarmac	2018-2019
Improve aesthetics & safety of building interior <i>Sustainable Future Healthy Living</i>	F. Scott	*TCS – Rapid City Bathroom partitions replacement		*Appearance improved when old rusty partition is replaced with new one.	2018-2019
		*TCS Replace flooring in Library		*Safety & appearance will be improved.	2018-2019
		*Painting in schools RCI	*Douglas completed * Painting at RCI to start March 2018 *Hallways in Forrest Summer 2018	*Safety & appearance will be improved.	Ongoing
		*TCS Replace all lighting with LED (light emitting diode)	*Hydro Permit extended, 75% completed *Hydro Permit extended, 90% completed	*Hydro Program -provide better and more efficient lighting	2017-2018

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2017 - 2018 TO 2019 -2020

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		*RES LED lighting in all classrooms		*Hydro Program – provide better and more efficient lighting	2018-2019
		*All schools <ul style="list-style-type: none"> • Hand dryer installation in school bathrooms (increase when bathrooms renovated) • Installation of security cameras and systems in all schools 	*On-going *All existing hand dryers replaced, more to be added along with bathroom renovations where new wiring needs to be installed.	*Safety & appearance will be improved.	2017-2020
Division Capital D Plan for Schools <i>Sustainable Future Healthy Living</i>	F. Scott K. McNabb	*RCI Water sewer replacement		*The water supply & sewer drainage will improve with replacement of water & sewer lines that are original to the building.	2017-2019
		*RES Energy Management Program	*Completed fall 2017	*Implement / install an energy management program (Direct Digital Control system) for better climate control and energy efficiencies.	2017-2018
		*MCI New gym floor		*A much needed safe & better floor for students & staff.	2016-2018
		*ECI Lockers		*Replace old lockers to improve appearance	2018-2019
		*All schools <ul style="list-style-type: none"> • Upgrade washrooms and showers 	*On-Going. Term Plumber hired to assist with this project. *Summer 2018 - Grade 2/3 washrooms TCS (replacement of existing pipes and fixtures).	*Improve appearance and function of washrooms & showers	2017-2020
		<ul style="list-style-type: none"> • Install more bottle fillers and upgrade existing water fountains 	*On-Going. Term Plumber hired to assist with this project. *All schools with the exception of Oak River have at least one bottle filling station; considering additional filling stations for larger schools.	*More access to filling stations, newer fountains	2017-2020
		<ul style="list-style-type: none"> • Roof ladders (PRIORITY) <ul style="list-style-type: none"> - Rivers Elem - Forrest Elem 	*Quote and construction plans approved Jan 12/2018 for Rivers Elem. (RMIS Eng.) work to be completed spring 2018. *Forrest planned for 2019.	*Provide safe access for roof top maintenance	2017-2019
		*Douglas Energy Management Program	*Completed Spring 2018	*Implement / install an energy Management program for better climate control and energy efficiencies.	2017-2018

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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		*Modern Science Labs to current educational standards.	2016-2021
		*Forrest Septic system replacement (summer 2018)	*Tender advertised - no bids received. *Tender re-advertised - closes March19/2018. * Tender awarded, to be completed summer 2018	*Replace outdated system with new system	2017-2019
		*TCS Heat pump replacement	*5-year Capital Plan & Instructional Renewal program request submitted in 2015-2016	*Improved heat & air quality.	2017-2020
		*Elton Furnace replacement	*5-year Capital Plan & Instructional Renewal program request submitted in 2015-2016	*Improved heat & air quality.	2017-2020
		*Rapid City Roof replacement		*Roof won't leak.	2017-2018
		*Rivers Coll. 32 space - child care renovation	*On Hold (Tender process completed. Awaiting Treasury Board approval to award tender). *Contract to be Awarded July 25/2018 pending PSFB approval	*Provide a safe space for pre-school children.	2017-2020
		*TCS, RCI Upgrade Home Ec. Rooms		*Upgrade Home Ec. Rooms to current Educational Standards	2016-2020
Custodians & Maintenance staff will be knowledgeable in safety procedures <i>Sustainable Future Healthy Living</i>	F. Scott	*Provide Workplace Safety & Health training for staff.	*Custodial training with Swish (Jerry Stewart) scheduled for March 16/2018. *Custodial and Maintenance Staff scheduled to attend Divisional Support Staff Inservice on "Indigenous Peoples; Building Stronger Relationships" April 13/2018. *Custodial and Maintenance Staff scheduled to attend Divisional Support Staff Inservice on "The Road Towards Reconciliation" September 4, 2018	*All staff receive annual training.	2017-2020