



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

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

2020 – 2021

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. Mental Health & Well Being
2. Cultural Proficiency
3. Literacy
4. Numeracy

ROLLING RIVER SCHOOL DIVISION ACTION PLAN

2020 – 2021

Trimester Report

ROLLING RIVER SCHOOL DIVISION BOARD OF TRUSTEES

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Print Colour: **First Progress Report**

Second Progress Report

Final Progress Report

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2020-2021 TO 2022-2023

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: Board Cohesiveness and Teamwork	Superintendent RRSD Trustees	<ul style="list-style-type: none"> Develop and communicate a meeting schedule for 2019-2020 Board meetings, policy review meetings, professional development, action plan/trimester reports, and budget meetings. Develop communication processes with the Board Chairperson to review e.g. meeting agendas, meeting attendance. Review and revise Trustee Code of Ethical Conduct (Policy BBF/P) with Janis Arnold. Review and develop policies that align with legislative requirements, RRSD vision and mission and support the attainment of RRSD Strategic Plan goals. 	<ul style="list-style-type: none"> Electronic distribution of 2020-2021 meeting schedule to the Board. On the Monday prior to Board meetings the agenda is reviewed with Board Chairperson and Vice Chairperson. Scheduled and confirmed with Janis Arnold for Wednesday September 23, 2020 from 6:00 to 9:00pm. April 7, 2021 - Board meets to continue Review and revision of Trustee Code of Ethical Conduct (Policy BBF/P) with Janis Arnold April 14, 2021 – The Board approved revised Policy BBF – Trustee Code of Conduct and Policy BBFA – Trustee Conflict Interest Board meets to review policies and develop RRSD Trustee Code of Ethical Conduct November 25, 2020. Policy Review meetings: <ul style="list-style-type: none"> September 23, 2020 December 2, 2020 	<ul style="list-style-type: none"> Completed - July 2020 Completed and on-going process Completed September 23, 2020 with Janis Arnold. Virtual meeting held on November 25, 2020. Completed-Virtual meeting held with Janis Arnold on April 7, 2021 Completed Teams meeting for policy review Teams meeting for policy review 	August 2020 September 2020 October 2020 June 2020 April 2021
Governance Goal #2: Community Engagement Continued commitment to communicate, engage and work with schools, parents, families, and communities in an effort to:	Superintendent RRSD Trustees	<ul style="list-style-type: none"> Maintain a visible presence in schools and classrooms and at extracurricular events. Build upon/enhance existing strategies for community/parental engagement identified in the strategic plan. Review and upload information on RRSD website as required to ensure it is current. 	<ul style="list-style-type: none"> Restoring Safe Schools Educators Toolkit slide deck audio recorded and distributed to all RRSD school staff week of September 1, 2020. Revision of RRSD Return to School Plan so language and color-coding parallel Manitoba Pandemic Response Plan (September 18, 2020) 	<ul style="list-style-type: none"> Superintendent’s log is maintained and reported to Board monthly that identifies school visits, community engagement, and PD related activities. 	Ongoing

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<ul style="list-style-type: none"> • Inform RRSD Community on actions related to COVID 19/pandemic planning. • support and increase student achievement 		<ul style="list-style-type: none"> • Continue to use the RRSD website, and social media outlets as a means of ongoing communication, and community outreach. • Attend pertinent meetings/invitations conducted by key organizations. • Use media and school messenger to report significant school division events. 	<ul style="list-style-type: none"> • Participation in Westman Consortium with South West School Divisions to develop remote learning for students who are medically advised not to return to in class learning due to COVID-19 factors. (October 2020) • January 26, 2021- RRSD Return to School Plan updated as per directive to all school divisions by Manitoba Education. • March 9, 2021 - COVID-19 Community Letter distributed to RES Community and posted on website. • March 9, 2021 – Update on Public Health Guidelines for Attending school during COVID-19. Manitoba Education circular and infographic distributed to RRSD Community. • March 15, 2021 – Superintendent’s letter to RRSD community providing updates on Pandemic Response School Planning, Mental health and Well Being, Student Learning. • Communications to RRSD Communities include the following: <ul style="list-style-type: none"> ▪ Erickson Schools Return to School Update – June 7, 2021 ▪ Erickson Schools Community COVID-19 Letter - June 3, 2021 ▪ Every Child Matters - May 31, 2021 ▪ Letter to Parents from Manitoba Government - Pfizer Vaccine - May 16, 2021 ▪ March 26, 2021 - FAQ Dashboard Questions ▪ March 12, 2021 - RRSD Community Letter 	<ul style="list-style-type: none"> • RRSD Strategic Plan and MET Continuous Improvement Report posted on websites • Press releases, news clips • Distributed to RRSD Community via school messenger, posted on RRSD website, and provided to Manitoba Education. • Letter distributed and posted on website. • Updated information distributed using school messenger and posted on RRSD website. • Superintendent’s letter distributed using school messenger and posted on RRSD website. • Communications distributed using school messenger and posted on RRSD website. 	<p style="text-align: center;">Complete</p> <p style="text-align: center;">Complete</p> <p style="text-align: center;">Complete</p> <p style="text-align: center;">Complete</p> <p style="text-align: center;">Complete</p> <p style="text-align: center;">Ongoing</p>

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Governance Goal #3: Board Professional Development: Develop a PD plan for 2020-2021 based on feedback provided in the Board Evaluation (May 2020) and Board PD survey completed in 2018-2019.	Superintendent RRSB Trustees	<ul style="list-style-type: none"> • Encourage Board development by communicating provincial PD opportunities. • Board selects and views MSBA recordings at https://www.mbschoolboards.ca/webinars.php Review the selected video prior to Board meeting and discuss at the meeting for 10 minutes. The following topics are suggested: <ul style="list-style-type: none"> ▪ Trustee participation in Board meetings. ▪ Nurturing Governance Capacity ▪ Role of Board Chair • MSBA facilitated PD on the following topics and dates confirmed with Janis Arnold: <ul style="list-style-type: none"> • September 23 – Trustee Code of Ethics • November 25 – Nurturing Governance Capacity • March 24 – E 2 G or School Review 	<ul style="list-style-type: none"> • Participation in MSBA General Zoom Meeting on Saturday November 21, 2020. • Not started at this time. • Not started at this time. • September 23, 2020 & November 25, 2020 Board meets to work on Trustee Code of Ethical Conduct. Exemplars provided to the Board to facilitate the work of the Board to this end. • April 7, 2021 Board meets to continue Review and revision of Trustee Code of Ethical Conduct (Policy BBF/P) with Janis Arnold • RRSD School Board working on a plan to inform/educate community members on impacts of Provincial Strategy “Better Education Starts Today” that has been developed in response to the recommendations of the Commission on Kindergarten to Grade 12. 	<ul style="list-style-type: none"> • Virtual attendance November 21, 2020 • Virtual meeting participation on September 23 and November 25, 2020 • Policy Revisions completed and adopted by the Board April 14, 2021 • May 5, 2021 – Board Planning Meeting 	<p>June 2021</p> <p>Not completed</p> <p>Completed</p> <p>Ongoing</p>
Education Leadership 2019-2020: The goal for 2019-2020 is to maintain focus on student well being and achievement of goals established in the 2016-2021 RRSB Strategic Plan in the following 4 priority areas: 1. Mental health and Well Being	Superintendent	<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. 		<ul style="list-style-type: none"> • Prepare and submit to the board a report on student achievement for the previous school year. • Prepare and submit the RRSB Annual Report on Continuous Improvement to Manitoba Education and Training and share with the Board. 	Ongoing

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<p>2. Cultural Proficiency 3. Literacy 4. Numeracy</p>					
<p>Priority #1: Mental Health and Well Being The goal is to adopt and maintain the RTI/PBIS framework to identify strategies related to mental health and emotional well being, school safety, security, and climate.</p>		<ul style="list-style-type: none"> Schools will continue to adopt and expand the PAX program to ensure the development of a safe and orderly environment that supports cooperation, collaboration and student engagement in all schools. Review and implement the RRSD school Emergency Response Manual for each school campus. Ensure that safety drills are conducted with fidelity in each school and that all staff and students are prepared to respond appropriately in emergency situations. Review and implement the RRSD Code of conduct at each school campus and distribute the Code of Conduct manual to new students/families. Pandemic/COVID 19 planning to support Mental health and Well Being 	<ul style="list-style-type: none"> Adaptations to safety drills for 2020-2021 communicated at RREAL Team meetings and in the RRSD Return to School Plan. Emergency response practice drills (eg. fire drills, hold and secure, lockdown procedures) will be practiced on a class by class bases to ensure fundamental COVID precautions and physical distancing. Distributed to new students/families and reviewed with teachers new to RRSD. March 2021 - TTFM survey revised to include questions and gather information on student well being and learning experience during the pandemic. Survey will be implemented grades 4 to 12 in April 2021. TTFM Survey administered and completed in grades 4 to 12. June 9, 2021 - RREAL Team PD with Jody Carrington. This is a preview and primer for principals for September 7, 2021, Division-wide PD for teaching staff. "Kids These Days: A game plan for reconnecting with those we teach, lead and love." 	<ul style="list-style-type: none"> In partnership with Healthy Child Manitoba provide PAX professional development to new school staff and those requiring a "refresher" in 2020-2021 school year. Provide schools a schedule of drills to be conducted through the school year and submitted to superintendents office at year end- June. September 2020 April 2021 PD Confirmed 	<p>Ongoing</p> <p>June 2020</p> <p>June 2021</p> <p>Ongoing (June 2021)</p> <p>Completed – April 2021</p> <p>Ongoing – September 2021</p>

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			<ul style="list-style-type: none"> • COVID 19 Mental Health and Well Being Planning: <ul style="list-style-type: none"> ▪ Response and preparedness for mental health and sanitary measures. ▪ Preparedness and awareness of teachers, families, and students on return to school expectations. ▪ Responding and communicating information when it becomes available. Implementing Public Health orders. Paying attention to needs and responding to vulnerable students. Researching approaches, practices, and initiating planning for school in the fall. <ul style="list-style-type: none"> • Development and implementation of Restricted Orange Plans • Development of RED Restricted Plans and identification of Students of CSW for school attendance ▪ March 2021 TTFM survey revised to include questions and gather information on student well being and learning experience during the pandemic. Survey will be implemented grades 4 to 12 in April 2021. ▪ Update RRSB Return to School Plan in accordance to color coded pandemic response plan and what we can and cannot do within the levels according to directives from Manitoba Education. ▪ March 11 - Senior Administration and Principals participated in a learning session with Dr. Atwal (Manitoba Deputy Chief Public Health Officer) on new public health directives related to notification of Covid-19 cases in schools, close contacts, and self isolation. 	<ul style="list-style-type: none"> • Ongoing communications as COVID 19 situation evolves. • November 2020 • November – December 2020 • January 26, 2021 • Virtual participation and application of new, more stringent guidelines in response to variants of concern (VOC). • March 1, 2021 Virtual Participation 	<p>Ongoing as per government directives</p> <p>Completed March 11, 2021</p> <p>Completed</p>

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<p>Priority #2: Cultural Proficiency By June 2021, all schools will report progress toward cultural proficiency in the five elements of a culturally responsive curriculum.</p>	<p>Superintendent</p>	<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 site for teachers. • Maintain a visual data wall that documents integration of FNMI content /activities into curriculum on all campuses. 	<ul style="list-style-type: none"> ▪ Participation in PD Offered by Manitoba Education titled The Working Mind: Workplace Mental Health and Wellness • Purchase and distribution of literature by indigenous authors to schools • Infusion of indigenous perspectives, historical truths and contributions to society to continues. • Distribution of resources to schools for personal awareness, and for instructional resources. Resources honouring Truth and Reconciliation include: • Danger of a Single Story: 18-minute Ted Talk that cautions us against listening only to a single story. “<u>Danger of a Single Story</u>,” Those who do, risk continuing to develop stereotypes and misunderstandings of other cultures and of others. • Dispelling Common Myths About Indigenous Peoples: Published by Indigenous Corporate Training, “<u>Dispelling Common Myths About Indigenous Peoples</u>” takes a look at nine myths about Indigenous Peoples in Canada. 	<ul style="list-style-type: none"> • Tell Them From Me survey data indicates a welcoming school environment. • Tell Them From Me student responses indicate they are being taught aboriginal content and ways of knowing. • Responses on the Cultural Proficiency Rubric progress from the left to the right column which indicates growth in providing a culturally proficient curriculum from the previous year. • Visuals posted in classrooms • March 11, 2021 distribution 	<p>Ongoing</p>

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			<ul style="list-style-type: none"> • Minecraft: Education Edition Manito Ahbee Aki provides information on the Anishinaabe World that is available in Minecraft. The following information distributed to all schools: <ul style="list-style-type: none"> ▪ Minecraft Education - https://education.minecraft.net/blog/explore-indigenous-history-and-culture-with-manito-ahbee-aki ▪ Anishinaabe Lesson Plan - https://education.minecraft.net/lessons/manito-ahbee-aki ▪ Minecraft Academy Training Series - https://microsoftedu.eventbuilder.com/MinecraftAcademyTraining 	<ul style="list-style-type: none"> • May 2021 - Memo distributed to all schools on availability of resource. Positive feedback received from schools on the quality of resource and high student engagement. 	Ongoing
<p>Priority #3: Literacy Goal: Student Performance By June 2020, 85% 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>	M. Ploshynsky	<ul style="list-style-type: none"> • RRSd students will be able to read for meaning, across the curriculum content areas with an emphasis on: <ul style="list-style-type: none"> ▪ Understanding and interpreting key ideas and messages. ▪ Responding critically to a variety of texts/information sources. ▪ Choosing language to identify a point of view. ▪ Using conventions and resources to proofread and make meaning clear. ▪ Assessment tasks are aligned with the curriculum. • Timely and tiered interventions, supported by a team approach, respond to individual student learning needs. • Collect and analyse the following 2019-2020 data (to March 23) <ul style="list-style-type: none"> ▪ Report card ▪ Provincial standards tests reports/results. 	<ul style="list-style-type: none"> • Developed a partnership with Sun West Distance learning Centre for teachers to access resources already developed so they may spend majority of their time interacting and teaching students rather than developing materials. • Pedagogical preparedness for Remote Learning: <ul style="list-style-type: none"> ▪ November 30 – Jenni Donohoo presenting virtually to all RRSd staff on the fundamentals for Remote teaching. ▪ December 7 – Planning in progress with SunWest Distance Learning Centre to provide an overview of their remote learning resources, effective strategies for remote learning, and a Q and A for our teachers. ▪ February 8 – to be determined. • Information on actions to support literacy are included in the report provided by Director of ICT. 	<ul style="list-style-type: none"> • RRSD Access completed mid November. • Manitoba Report Card Data and Provincial Literacy Assessments indicate progress in student achievement. • Participation in mRLC to support teachers in the priorities and where gaps exist. • Observational data • Walkthrough tool • Teacher analysis of student achievement data applying learning sprints process. 	Ongoing

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		<ul style="list-style-type: none"> • Complete and communicate a 2019-2020 year-end review of student achievement that confirms student progress in relation to Strategic Plan goals. • Document the achievement in the Manitoba Education Continuous Improvement Report and share with stakeholders. • Determine next steps to sustain success and make adjustments and revisions in the plan. 	<ul style="list-style-type: none"> • Woodcock Johnson Training (WJ 1V) provided to Student Services personal in each school (20 participants completed the training) <ul style="list-style-type: none"> ▪ Woodcock Johnson Tests of Achievement (WJ IV™ ACH) are ideal for screening, diagnosing, and monitoring progress in reading, writing, and mathematics achievement. ▪ Assessment kits purchased and distributed to schools. • Information on actions to support literacy are included in the report provided by Director of ICT. • As per provincial direction (because of COVID impacts), 2019-2020 RRSB Continuous Improvement Report not completed this school year. 		
<p>Priority #4: Numeracy Goal: Student Performance By June 2020, 85% of all RRSB students will achieve a minimum of 3 (Good understanding and application of concepts and skills) on the provincial report card scale in Mathematics strands (Number Sense, Patterns and Relations, Shape and Space, and Statistics and Probability) in all grades.</p>		<ul style="list-style-type: none"> • Assessment tasks are aligned with the curriculum. • Timely and tiered interventions, supported by a team approach, respond to individual student learning needs. • Collect and analyse the following 2018 -19 data: <ul style="list-style-type: none"> ➢ report card data ➢ mRLC data ➢ Provincial standards tests reports/results • Complete and communicate a 2019-2020 year-end review of student achievement that confirms student progress in relation to Strategic Plan Numeracy goals. • Document the achievement in the Manitoba Education Continuous Improvement Report and share with stakeholders. • Determine next steps to sustain success and make adjustments and revisions in the plan 	<ul style="list-style-type: none"> • Developed a partnership with Sun West Distance learning Centre for teachers to access resources already developed so they may spend majority of their time interacting and teaching students rather than developing materials. • Pedagogical preparedness for Remote Learning: <ul style="list-style-type: none"> ▪ November 30 – Jenni Donohoo presenting virtually to all RRSB staff on the fundamentals for Remote teaching. ▪ December 7 – Planning in progress with SunWest Distance Learning Centre to provide an overview of their remote learning resources, effective strategies for remote learning, and a Q and A for our teachers. ▪ February 8 – to be determined. • Information on actions to support numeracy are included in the report provided by Director of ICT. 	<ul style="list-style-type: none"> • Data from the following sources: <ul style="list-style-type: none"> ▪ Manitoba Report Card Data. ▪ mRLC Numeracy Assessment data. ▪ Provincial Numeracy Assessments indicate progress in student achievement. ▪ Observational and Anecdotal student engagement data ▪ Walk Through tool ▪ Teacher analysis of student achievement data 	Ongoing

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		<p>where needed to support teachers and students.</p> <ul style="list-style-type: none"> • Provide professional learning experiences where gaps exist. <ul style="list-style-type: none"> ▪ 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 using PLC’s and Learning Sprints. ▪ Expand teacher participation in mRLC Numeracy PD 	<ul style="list-style-type: none"> • Woodcock Johnson Training (WJ 1V) provided to Student Services personal in each school (20 participants completed the training) <ul style="list-style-type: none"> ▪ Woodcock Johnson Tests of Achievement (WJ IV™ ACH) are ideal for screening, diagnosing, and monitoring progress in reading, writing, and mathematics achievement. ▪ Assessment kits purchased and distributed to schools. • Information on actions to support literacy are included in the report provided by Director of ICT. • As per provincial direction (because of COVID impacts), 2019-2020 RRSD Continuous Improvement Report not completed this school year. 	<ul style="list-style-type: none"> • Not completed 	<p>Completed April 29, 2021</p> <p>Ongoing</p>

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	Jason Cline and Mary-Anne Ploshynsky		<ul style="list-style-type: none"> • CLEV-R Meeting – (Student Services data collection tracking information system.) Incorporation of social work, progress descriptors for reporting. 		Complete – June 10th, 2021
To develop a divisional collection of resources to assist teachers’ instruction of public health guidelines (handwashing, cough and sneeze etiquette, benefits of wearing masks including procedures for donning and doffing, physically distancing)	Lisa Martin Jason Cline and Mary-Anne Ploshynsky	<ul style="list-style-type: none"> • Research and collect wide variety of resources from Health Canada, Centre for Disease Control and Prevention, Manitoba Public health, public health agencies worldwide • Develop a divisional collection of resources for all students (including those with special needs) • Create a link for teachers to access resources through the RRSD website 	<ul style="list-style-type: none"> • List in draft form – Many resources were distributed to schools by government for use in schools. Not sure teachers need more resources for this purpose. Will assess that need through RTs, GC and RREAL Team • Resources Posted on RRSD Website and shared with RREAL team at weekly meetings and links provided in RRSD communications. • Updated provincial resources for covid prevention distributed to schools. 	<ul style="list-style-type: none"> • Link is live and being used by staff • Resources added as research continues 	September 30, 2020 Ongoing Complete
To develop a divisional collection of resources to assist parents to support the implementation of public health guidelines (handwashing, cough and sneeze etiquette, benefits of wearing masks including procedures for donning and doffing, physically distancing)	Lisa Martin Jason Cline and Mary-Anne Ploshynsky	<ul style="list-style-type: none"> • Research and collect resources from Health Canada, Centre for Disease Control and Prevention, public health agencies worldwide • Create a link for parents to access through the RRSD website 	<ul style="list-style-type: none"> • Prior to end of June, many resources were listed on the website Additional Resources in draft form to go on the website ASAP • Resources Posted on RRSD Website and shared with RREAL team at weekly meetings and links provided in RRSD communications. • Updated provincial resources for covid prevention posted on the RRSD website. 	<ul style="list-style-type: none"> • Link is live and being used by staff • Resources added as research continues 	September 30, 2020 Ongoing Complete

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Career Development Program	J. Cline M. Ploshynsky Matt Rapsky	<ul style="list-style-type: none"> • Support career education program • Grade 9 to 12 students supported to explore career options • Develop and grow grade 5 to 8 Program (myBlueprint) • Parent meetings (myBlueprint – for Grade 5-8) 	<ul style="list-style-type: none"> • Take our Kids to Work Day was virtual for grade 9's, coordinated by RRSD staff and MB Education. • 14 presentations for 7-12 Students in RRSD. (HSAP, Blueprint, Resumes, safe workers, community businesses) • Expansion of HSAP to all colonies • Continued Colony Support and expansion of High School Apprenticeship Program (HSAP) • 20/21 has increased RRSD HSAP enrollment • Largest Credit for Employment enrollment • Skills MB Workshops (Career Development) • Grade 9 Presentations – Safe Workers of Tomorrow • Virtual Career Symposium 	<ul style="list-style-type: none"> • MyBluePrint Logins Visits for 5-8 students tracked. • 2 Schools • All High Schools • All High Schools 	June 2021 Complete Ongoing Ongoing Complete Complete Complete
Erickson Collegiate Digital Archives (On hold during Pandemic)	J. Cline B. Lee T. Mathews	<ul style="list-style-type: none"> • Digitize documents and videos from First Nations Elders. • Digitized materials will be made available for use in curriculums 	<ul style="list-style-type: none"> • No Update • On hold • On hold 	<ul style="list-style-type: none"> • On Hold 	Ongoing – Restart in September 2021
Literacy	J. Cline	<ul style="list-style-type: none"> • Arrange for running record training for Early Years staff new to Rolling River School Division. • Arrange for orientation to the PAWS Writing document for Early Years staff new to Rolling River School Division. • ELA Continued PD with MB Education on new curriculum • Grade Level TEAMS sharing and PLC's 	<ul style="list-style-type: none"> • Both Running records and PAWS training took place October 7th. Full day, excellent feedback. • ELA - MB Education PD on pause MRLC – Literacy Leadership – 12 Teachers have completed 1 session, two to go in the new year. (Shifted to online format) • mRLC – Literacy Leadership – 12 Teachers have completed 1 session, two to go in the new year. (Shifted to online format.) • mRLC – Literacy Leadership PD continues this term. • Fountas and Pinnell resources purchased for schools. • Simon Breakspear – Teaching Sprints PD for staff around Pandemic Recovery Learning. 	<ul style="list-style-type: none"> • Participation in RRSD based PD PLC use of TEAMS to collaborate 	Ongoing Complete Complete Complete Complete
Numeracy	J. Cline	<ul style="list-style-type: none"> • Completion of Numeracy Achievement Projects (NAP) grades 6-9 from 19/20 Suspension 	<ul style="list-style-type: none"> • RRSD NAP Lead, Tracy attended 2-day virtual session to prepare for 20/21 program. 	<ul style="list-style-type: none"> • Math Progress in 5-9 MRLC achievement scores 	Ongoing

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		<ul style="list-style-type: none"> • NAP Facilitator Training – Tracy Kingdon • Grade Level TEAMS sharing and PLC's 	<ul style="list-style-type: none"> • NAP Session have moved online into 3 sessions. (2:30 – 4:30 – subs provided for afternoons) MRLC Gr. 3-8 Math Gaps – 25 teachers, 2 sessions complete, one in new year. (Shifted to online format) • Expansion of Numeracy Achievement Project to grade 4 & 5 for 21/22 – Planning Stage with mRLC. • Carole Fullerton resources purchased for all Gr 3-8 teachers. • Continue Math Gaps sessions with Carole Fullerton. • June Baseline assessments for Grades 4-8. 	<ul style="list-style-type: none"> • Attendance in training sessions 	<p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
Technology	J. Cline	<ul style="list-style-type: none"> • Continue with divisional Training provided through Tech MB • TEAMS training as focus, One Drive Changeover 	<ul style="list-style-type: none"> • Microsoft Sessions conformed for February 8, 2021 (TEAMS, OneNote, Forms, Bookings) • Divisional PD – Microsoft Virtual Session – February 8th (Teams and Forms). • Secretary/Admin Support PD - Microsoft Bookings – May 2021 • Onetab devices purchased and delivery for recovery learning in Grade 1 Rooms (Literacy/Numeracy). 	<ul style="list-style-type: none"> • Continued growth and use of TEAMS and O365 	<p>Ongoing</p> <p>May 2021 Complete</p>
Mental Health and Well-Being	J. Cline	<ul style="list-style-type: none"> • Support Schools with 1:1 Devices in planning Social media safety/responsibility virtual sessions for grades 1-12. (Virtual Invitation) • Provide resources to schools to support digital literacy and responsibility. • Microsoft TEAMS Virtual sessions for parents • Safety links shared with parents on website and RRSD social media for parents to review. 	<ul style="list-style-type: none"> • Some school-based sessions but on mostly hold due to school-based classroom configuration planning. • Sources of Strength – Wellness session for Staff. • Dr. Jody Carrington PD session for administrators 	<ul style="list-style-type: none"> • Sessions Completed annually at each school 	<p>Ongoing</p> <p>Complete</p> <p>Ongoing to September 2021</p> <p>Ongoing Complete/Ongoing in to2021-2022.</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. Expand online forms availability and integration in Atrieve eForms module – add forms as developed. Improve functionality of the new program – develop reports, manuals, dashboards, assistive information for users. Investigate, review, implement substitute teacher Automated Dispatch -Work Board module (2020-2023). Implement and increase Human Resource program functionality. Investigate, review, recommendation on Purchasing Cards module (when released by Atrieve – estimated 2021-2023) Investigate Occupational Health and Safety Module (2022-20235) 	<ul style="list-style-type: none"> Delayed due to COVID 19 preparedness activities and employee absences. Delayed due to COVID 19 preparedness activities, employee absences and release of the K-12 Review report. Substitute teacher Automated Dispatch -Work Board module and HR Workflow module will be implemented in 21-22 using implementation hours that were purchased in prior year to implement these programs (Atrieve has approved a carry over); implementation was put on hold due to COVID pandemic. 	<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. New forms developed and available in eForms. 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. Substitute teacher Automated Dispatch -Work Board module is implemented. Purchasing Cards module is reviewed with a recommendation on implementation. Occupational Health and Safety module is reviewed with a recommendation on implementation 	2020-2025
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 for new employees. Investigate the option for a support staff online orientation process for new employees. Investigate the option to combine the orientation process with teachers and support staff. 	<ul style="list-style-type: none"> No progress due to COVID 19 preparedness activities and employee absences. No progress due to COVID 19 preparedness activities and release of the K-12 Review report. Plan for online new Employee Orientation as part of the HR Workflow module that will be implemented in 21-22. 	<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. 	2020-2022

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Review Human Resource Administrative Process to improve procedures and process.	Sr. Admin	Based on changes in Administrative and management jobs... <ul style="list-style-type: none"> • Review current HR process, procedures and job responsibilities - SWOT analysis format. • Develop an HR Resource manual to guide current process, procedures and job responsibilities. 	<ul style="list-style-type: none"> • Delayed due to COVID 19 preparedness activities and employee absences. • No progress due to COVID 19 preparedness activities and release of the K-12 Review report. • On Hold due to COVID 19 preparedness activities and implementation of the BEST plan / Transformation process. Will continue to review if resources should be committed to this activity. 	<ul style="list-style-type: none"> • Human Resource procedures, processes and responsibilities are well defined, effective and efficient. 	2020-2023
Renovation of the Manitoba Hydro Building to RRSD Division Transportation and Maintenance Building. <i>Healthy Living Sustainable Future</i>	Sr. Adm.	<ul style="list-style-type: none"> • Develop a renovation plan and budget to transform the Minnedosa Manitoba Hydro Building into the RRSD Transportation and Maintenance Facility. <ul style="list-style-type: none"> ○ Needs Survey ○ Schematic design - Class B Estimate ○ Construction Drawings and Budget Estimate ○ Tender ○ Construction • Develop a plan to relocate the IT Technicians to a school-based office. • Disposal / sale of current Transportation Garage and Maintenance Shop. 	<ul style="list-style-type: none"> • Delayed timeline due to COVID 19 preparedness activities. • Blueprints have been forwarded to LM Architectural Group for review. • Maintenance Supervisor, Transportation Supervisor and Secretary-Treasurer are developing requirements and preferences list. • Meeting with LM Architectural Group, Maintenance Supervisor, Transportation Supervisor and Secretary-Treasurer scheduled for mid December to commence planning and facilitate development of renovation options and cost estimates. • Meetings in progress with LM Architectural group regarding s options for department needs / priorities, facilitate development, renovation options, sketch plans, and cost estimates. • Renovation preliminary design, plan and budget approved by RRSD Board on June 16, 2021. <p>Proposed Timelines:</p> <ul style="list-style-type: none"> ▪ Finalize construction design and tender documents (July 15, 2021). ▪ Tender Project (mid-July 2021- mid August 2021) ▪ Award Tender (late August 2021) ▪ Construction start (early September 2021) <ul style="list-style-type: none"> ○ Light renovation -complete by mid fall 2021 (2 months) ○ Extensive renovation – complete by late fall 2021 (3 months) 	<ul style="list-style-type: none"> • Transportation Garage and Maintenance Shop will be relocated to a renovated surplus Manitoba Hydro Building. • The IT Technicians will be relocated to a school-based office. • The current Transportation Garage and Maintenance Shop will sold / disposed. 	2020-2022

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			<ul style="list-style-type: none"> ○ New Construction – complete by early spring 2022 (4-5months) ▪ Sale of current properties <ul style="list-style-type: none"> ○ Transportation Building Winter 2021 ○ Maintenance building spring- summer 2022 		
All worksites in the Division will comply with WSH training regulations. <i>Healthy Living Sustainable Future</i>	K. McNabb	<ul style="list-style-type: none"> • Develop and implement positive and proactive options for WSH training opportunities. • MSDS Online program will be implemented divisionally. 	<ul style="list-style-type: none"> • Training scheduled for November 2020 was delayed due to COVID. Will investigate remote training for the spring 2021. • April 7, 2021 WSH Training for RRSB Committees Meetings – Hosted by MTS and MBSA (virtually). Training and discussion on <ul style="list-style-type: none"> ○ Covid-19 and the Workplace ○ Workplace Inspection walkthrough ○ Top Safety Concerns for School Division Employees ○ Culture of Safety in the Education Environment 	<ul style="list-style-type: none"> • All WSH Committee member will receive annual WSH training opportunities. • Divisional WSH training will be held two days per year. Additional WSH training opportunities supported for employees (subject to budgetary priorities and limits). • MSDA Online program is operational. 	2020-2022

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Increase efficiency and accountability in route mapping and review <i>Sustainable Future Healthy Living</i>	C. Woodcock	<ul style="list-style-type: none"> Incorporate Geo Tab software with Traversa Routing software. Investigate the application, benefits, and cost of implementing a parent app to locate their child's school bus 	<ul style="list-style-type: none"> No progress due to COVID 19 preparedness activities. Currently working with Traversa tech support to set up the basic Automatic Vehicle Locator (AVL) features. Automatic Vehicle Locator feature is operational. Progress to implement automated stop feature and parental app is ongoing. 	<ul style="list-style-type: none"> All Geo tab units communicating with Traversa software Students automatically assigned to stops based on Geo Tab location Functional parent app implemented 2021-2022 school year 	2020-2022
Improve Bus Driver communication and accountability - Bus Driver Handbook Review <i>Sustainable Future Healthy Living</i>	C. Woodcock K. McNabb	<ul style="list-style-type: none"> Bus Driver handbook is reviewed for content, organization, accuracy and relevancy. 	<ul style="list-style-type: none"> No progress due to COVID 19 preparedness activities. No Progress First draft in progress with plans to review over summer months. 	<ul style="list-style-type: none"> Updated Bus Driver Handbook is created and implemented by September 2021 ensuring content is relevant and accurate and organization is user friendly. 	2020-2021
Improve Bus Driver training materials, communication, and experience. <i>Sustainable Future Healthy Living</i>	C. Woodcock	<ul style="list-style-type: none"> Implement power point presentation for training new drivers 	<ul style="list-style-type: none"> One unit from driver instructor manual complete (5 units remaining) Completed Completed 	<ul style="list-style-type: none"> Power Point presentation is completed for 2021 school year with current training information 	2020-2021
Transportation Policy Review <i>Sustainable Future</i>	C. Woodcock	<ul style="list-style-type: none"> Transportation specific policies are reviewed for accuracy, relevancy. *Recommendations on transportation specific policies are provided to the Policy Review Committee. 	<ul style="list-style-type: none"> No progress due to COVID 19 preparedness activities. No progress No Progress 	<ul style="list-style-type: none"> Transportation policies are reviewed and updated on a regular basis. Transportation policies are relevant to current transportation issues and concerns 	2020-2023

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Improved aesthetics & safety of building exterior <i>Sustainable Future Healthy Living</i>	F. Scott	• Minnedosa Collegiate Sidewalk Replacement – East Entrance	• Completed Summer 2020	• Safe & level sidewalks	2020-2021
		• Minnedosa Collegiate Wheelchair Ramp	• Completed Fall 2020	• Provide Accessibility to center of school	2020-2021
		• Rivers Collegiate New West Entrance Doors		• Replace old doors and improve appearance	2020-2021
		• Erickson Collegiate New front canopy roof	• Completed Summer 2020	• Replace old roofing, soffit, fascia, and down spout	2020-2021
		• Erickson Elementary New Asphalt on Tarmac	• Completed Summer 2020	• Provide safe and level playground	2020-2021
		• Forrest Elementary Wheelchair Ramp	• Completed Summer 2020	• Provide Accessibility to center of school	2020-2021
Improve aesthetics & safety of building interior <i>Sustainable Future Healthy Living</i>	F. Scott	• Tanner’s Crossing School New Girls’ Washroom Upstairs	• Completed Summer 2020	• New partitions, FRP plumbing, and vanities	2020-2021
		• Rapid City Elementary New Girls’ Washroom Upstairs		• New partitions, FRP plumbing, and vanities	2020-2021
		• Onanole Elementary New Flooring in Main Office and Guidance Office	• Completed Summer 2020	• Improve safety and appearance	2020-2021
		• Tanner’s Crossing School New Flooring in Staffroom	• Completed Summer 2020	• Improve safety and appearance	2020-2021
		• Rivers Elementary New Flooring in Main Office and Guidance Office	• Completed Summer 2020	• Improve safety and appearance	2020-2021
		• Tanner’s Crossing School Strobe in Band Room	• Completed Fall 2020	• Help notify staff and students during a fire alarm	2020-2021
		• Rapid City Elementary New Gymnasium Storage Units	• Completed Summer 2020	• Provide storage for gymnasium equipment	2020-2021
		• Forrest Elementary New Gymnasium Lights	• Completed Summer 2020	• Better and more efficient	2020-2021
		• Erickson Elementary New Wheelchair Lift to Gymnasium	• Approved - Expanded Capital Support	• Provide accessibility to gymnasium • Spring 2021	2020-2021

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		<ul style="list-style-type: none"> • All Schools Secretary Shields 	<ul style="list-style-type: none"> • Completed Summer 2020 	<ul style="list-style-type: none"> • Protect against COVID-19 	2020-2021
		<ul style="list-style-type: none"> • All Schools Hand Sanitizer Stations at Entrances 	<ul style="list-style-type: none"> • Completed Summer 2020 	<ul style="list-style-type: none"> • Protect against COVID-19 	2020-2021
		<ul style="list-style-type: none"> • Colonies Lead Testing 	<ul style="list-style-type: none"> • Testing completed/results expected January 2021 • Results received February 2021 	<ul style="list-style-type: none"> • Assure safe drinking water for staff and students 	2020-2021
		<ul style="list-style-type: none"> • Rivers Collegiate New Student Services Room 	<ul style="list-style-type: none"> • Completed Summer 2020 	<ul style="list-style-type: none"> • New flooring and FRP 	2020-2021
Division Capital D Plan for Schools <i>Sustainable Future Healthy Living</i>	F. Scott	<ul style="list-style-type: none"> • Rivers Collegiate Water Sewer Replacement 	<ul style="list-style-type: none"> • Tender awarded to Gill's Plumbing and Heating • Completed Summer of 2020 	<ul style="list-style-type: none"> • The water supply & sewer drainage will improve with replacement of water & sewer lines that are original to the building. 	2020-2021
		<ul style="list-style-type: none"> • Erickson Collegiate (1), Douglas Elementary (2), Erickson Elementary (2) New RTU's 	<ul style="list-style-type: none"> • Brandon Heating and Plumbing • Completed Climate Action Initiative Fund 	<ul style="list-style-type: none"> • Improve heating and cooling for portables 	2020-2021
		<ul style="list-style-type: none"> • Minnedosa Collegiate New Gymnasium Floor 	<ul style="list-style-type: none"> • Tender awarded to Centaur • Completed Summer 2020 	<ul style="list-style-type: none"> • Safe floor system for staff and students 	2020-2021
5 Year Capital Plan for PSFB <i>Sustainable Future Healthy Living</i> <i>Excellence in Education Community Partnerships</i>	F. Scott	RENOVATIONS <ul style="list-style-type: none"> • Rivers Collegiate, Erickson Collegiate, Elton Collegiate, and Tanner's Crossing School Upgrade Science Labs • Tanner's Crossing & Rivers Collegiate Upgrade Home Economic Rooms 	<ul style="list-style-type: none"> • 5-year Capital Plan • RCI Science Lab Upgrade Approved (Sternberg Architecture Inc.) • 5-year Capital Plan 	<ul style="list-style-type: none"> • Upgrade instructional spaces to current educational standards. 	2020-2024 2022
		STRUCTURAL <ul style="list-style-type: none"> • Minnedosa Collegiate Repair interior walls, reconstruct exterior masonry walls & building envelope 	<ul style="list-style-type: none"> • 5-year Capital Plan • MCI Building Envelope Upgrade approved (Pico Architecture Inc.) 	<ul style="list-style-type: none"> • Structural concerns / wall cracks addressed and building envelope upgraded. 	2020-2024 2022
		ROOFS <ul style="list-style-type: none"> • Erickson Collegiate Roof Replacement (north 2 classrooms) 	<ul style="list-style-type: none"> • Tender awarded to Flynn Canad • Project to be completed Summer 2020 • 95% complete – Flashing to be installed • Completed 	<ul style="list-style-type: none"> • Prevent Ice buildup and leaks 	2020-2021

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		FORREST GROOMING ROOM	<ul style="list-style-type: none"> • Project approve for design and tender. • Tender closes on June 24, 2021 	<ul style="list-style-type: none"> • Upgrade to current provincial standards 	2021
		SYSTEMS <ul style="list-style-type: none"> • Tanner’s Crossing School Heat Pump Replacement • Elton Collegiate Furnace Replacement • Rapid City Elementary Air handling Unit Replacement • Rivers Collegiate and Douglas Elementary Heating System Upgrade 	<ul style="list-style-type: none"> • 5-year Capital Plan & Instructional Renewal program request submitted in 2015-2016 • Rivers Elementary Boiler Glycol Conversion approved (HSB Engineering Consultants Ltd.) • Tanners Crossing Heat Pump Replacement approved (HSB Engineering Consultants Ltd.) • 5-year Capital Plan & Instructional Renewal program request submitted in 2015-2016 • 5-year Capital Plan • 5-year Capital Plan 	<ul style="list-style-type: none"> • Improved heat & air quality 	2022
Custodians & Maintenance staff will be knowledgeable in safety procedures <i>Sustainable Future Healthy Living</i>	F. Scott	<ul style="list-style-type: none"> • Provide Workplace Safety & Health training for Staff 	<ul style="list-style-type: none"> • Training for custodians and maintenance staff to be arranged. • April 7 MTS/MSBA (WSH) <ul style="list-style-type: none"> ▪ COVID-19 and the Workplace ▪ Culture of Safety in the Education Environment 	<ul style="list-style-type: none"> • Training on hold due to COVID-19 	