



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

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

2011 – 2012

Vision

Citizens who enrich our world.

Mission

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

Beliefs

We believe:

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

Division Educational Priorities

1. Safe Positive Learning Environment
2. Appropriate Education Programming for All Students
3. Communication
4. Professional Growth and Staff Development
5. Long Range Planning for Declining Enrollment
6. Promoting Healthy Life Style and Wellness

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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 be taken?)</i>	Trimester Progress Reports <i>(Evidence of progress / data to date?)</i>	Indicators of Achievement <i>(What are the expected outcomes?)</i>	Target for Completion <i>(When is the goal / initiative expected to be completed?)</i>
Community Connection & Communication	Sr. Adm. & Trustees	*Trustees to participate in scheduled Community Engagement in Education Decision Making meetings *Promoting success to the public		*Better understanding of community issues *Public has greater awareness of school division success *70% attendance at Community Engagement in Education Decision Making by Trustees	2014 2012 2012
Open Communication Among Board Members	Sr. Adm. & Trustees	*Schedule every 2 nd or 3 rd Board meeting an agenda item to discuss items from 2011 Board Evaluation *Review skills required for open and honest dialogue		*Schedule is made *Trustees are more able to implement skills required for open dialogue	2011 2012
Trustee will be knowledgeable and familiar with educational issues	Sr. Adm. & Trustees	*Regular big idea conversations at the Board level *Trustees to receive articles on education from Sr. Adm *Sr. Adm to report on RRSD initiatives and their success using data *Trustees to attend divisional & school P.D. sessions		*Trustees grow in insight & understanding of educational issues *Trustees are able to speak about RRSD initiatives using data	2013 2012
Governance by ensuring what we believe is prevalent in each decision	Sr. Adm. & Trustees	*Refer to Vision, Mission & Belief Statements when making decisions *Asking the thoughtful & proactive questions re: educational issues & decisions *Sustainability conversations about divisional strategies and/or direction		*Vision, Mission & Belief Statements are brought into the conversation more often & more easily *Continued implementation of sustainable activities/programs	2013 2014
Sustainable Development will be included in Business and Administration	Sr. Adm.	*Integrate Sustainable Development principles as a common practice in the Divisional review of Policies		*Policies and procedures / regulations will include principles of sustainable development philosophy	2011-2016

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High school students will graduate.	M. Janssen H/S Principals	*Teachers will implement RRSD assessment policies and procedures. *Teachers will continue to receive PD around “best practice” in assessment for learning: <ul style="list-style-type: none"> - Rick Wormeli –Sept 30 Div PD - Work with Damian Cooper will be confirmed and plan will be in place *Subject group teachers work together to determine essential outcomes, plan units, and set common summative assessments. *Members of the RREAL Team will attend the Assessment Conference in Toronto in October. *A formal tracking method will be developed divisionally, and students will be tracked through H/S to ensure students are meeting grad requirements. *An “assessment manual” outlining grading guidelines, provincial policy and expectations will be developed for use for Gr. 7-12 teachers.		*Data will indicate whether students are “on track” beginning in Grade 9. *Essential Outcomes will have been established in all core subjects. *RREAL Team members will act as facilitators in grade group meetings re: essential outcomes, unit plans, assessments. *Teachers will implement expected strategies and practices as indicated by their evaluation.	2011-12 2011-12 2011-12 2011 – on-going 2011 – on-going
The new Teacher Supervision and Evaluation model will be implemented.	M. Janssen	*RREAL Team will receive training in the use of the new Teacher Supervision and Evaluation model and will implement for the 2011-12 school year. *Presentation unveiling new model will be made to the Board by end of October. *New policy will be drafted and in place by end of October.		*Administrators will recognize good assessment strategies and will be able to assist staff in their implementation. *Principals will have completed a minimum of 10 cycles of mini-observations the end of the school year.	2011-12

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<p>Teachers will understand inquiry teaching and learning, and will understand the role of technology as a tool in its implementation.</p>	<p>G. Butler J. Hrymak M. Janssen</p>	<p>*A pilot project will be implemented, with at least one teacher from each school. Teachers will meet on a regular basis to learn about inquiry, and will discuss, design and practice.</p> <p>*Teachers who are leading the project will serve as mentors to their colleagues.</p>		<p>*All classroom teachers will have received an evaluation by the end of the school year.</p> <p>*Teachers involved in the project will re-align their teaching practice with the principles of inquiry learning.</p> <p>*A division wide model will be created and implemented for subsequent years.</p>	<p>2011-12</p> <p>2012-13</p>

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All students with special needs funding will participate in their IEP meetings for a minimum of 30 minutes per meeting.	L. Martin/ Res. Teachers School Teams	*Share this outcome with Resource teachers and school administrators *Develop/share variety of ways that students can participate *Include notations of student participation in the minutes of IEP meetings		*Minutes of RT and RREAL Team meetings indicate sharing of information *Student Participation ideas will be posted on RT workspace *IEPs will include notations of participation	2011-2012
All students enrolled in Life Skills will participate in appropriate work placements for a minimum of 2 hours per week.	L. Martin G. McNabb G. Kuhn	*Share the outcome with LS teacher *Create a list of possible work placements *Include work skill development in the IEP (SSOs) *Ensure sufficient budget in place to support		*LS students' IEPs will include work skill SSOs *Students will be in work placements	2011-2012
All students (aged 16 years and over) with special needs will have a Transition Plan that includes a minimum of 2 outcomes that are directly linked to the student's plans after school leaving.	L. Martin Res. teachers School Teams	*Share the outcome with SY Resource teachers *Review the Transition document with SY RTs *Develop list of questions/concerns *Request Manitoba Education consultant to address above list *Create exemplars of school-work/adult services SSOs and put on RT work space		*Meeting date set for SY resource to review document *List of question/ concerns generated *Manitoba Education consultant in division *Exemplars on the RT workspace	2011-2012
In IEPs, staff will create Student Specific Outcomes (SSOs) that fulfill the 5 requirements of SMART outcomes (Specific, Measurable, Achievable, Relevant and Timely).	L. Martin SY Res. Staff School teams	*Develop exemplars (posted on Resource work space) *Create a rubric for self-review *Sharing and editing at Resource Teachers meetings		*Exemplars posted on RT Workspace *Rubric created and used *Minutes of Resource Teachers meetings indicate SSO review took place	2011-2012
All IEP meetings will use a common process to develop and review IEPs.	L. Martin Res. Teachers	*Create common process with Resource teachers *Share with Senior Admin and School administrators *Determine technological requirements *Create and submit budget request to Sr. Admin, Board of Trustees *Implement process		*Common process developed and posted on RT Workspace *Minutes of RT and RREAL team mtgs indicate review and discussion of process *Budget request created and submitted *Process implemented in all IEP mtgs.	2012-2013

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Appropriate band width and technology for student teaching	G. Butler	*Signing a long term agreement for the creation of a WAN that will see improved connectivity for students and schools.		*Agreement has been signed; schools are connected with a Fibre connection.	June 2012
Onanole 1 to 1 Project	G. Butler/ J. Hrymak	*Working with students and staff at Onanole Elementary to integrate technology in all subject areas.		*Students and staff will use technology to problem solve, create, share and collaborate.	June 2012
Inquiry Project	G. Butler/ J. Hrymak	*Inquiry-Based Learning Model for Rolling River School Division. *Develop strategies to move teachers to an inquiry model.		*Teachers are using Inquiry-Based Teaching Model in their classrooms.	June 2012
PowerTeacher Gradebook	G. Butler / G. Bilcowski	*Meeting with elementary staff to move to an electronic gradebook. *Communicating with parents through PowerSchool.		*All staff are using the electronic gradebook	December 2011
Elementary Parent Portal	G. Butler	*Meeting with parents from the elementary schools to access the parent portal in PowerSchool.		*Parents are accessing the Parent Portal.	December 2011
Open access for students to bring their own devices	G. Butler/ R. Adams	*Opening wireless access points for students in the high schools.		*Students can freely use their own devices in school.	October 2011

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Bellamy will be operating and functionality improved <i>Priority #5</i>	K. McNabb L. Good R. Adams	* Implement additional modules of Bellamy software program - work order - inventory - human resource management - budget **Improve functionality of Bellamy – develop reports, manuals, assistive information for users		*Additional modules of Bellamy are working *Functionality of Bellamy is improved – users become proficient in the programs and reports	2011-2013
Comprehensive Inventory Management system will be operating <i>Priority #3</i>	K. McNabb G. Butler L. Good	*Implement a comprehensive Inventory Policy and Procedure/Regulation *Implement Bellamy Inventory Management System Software *Develop procedure for inventory management		*Inventory system will effectively track goods acquisition, consumption and disposal *School staff will be following policy/regulations	2011-2013 2012-2013
School staff will accurately complete GST claim process <i>Priority #5</i>	K. McNabb L. Good	*Develop an accountable school GST claim process and guidelines for funds based on data from MCI audit *Secretaries will be trained and guidelines added to the School Funds Manual *Expand the GST claim process to the other schools in 2012		*Audit of GST claims accurate and will provide reduced expenditures from School funds –Guidelines will be developed. *GST claims processed accurately	2011-2013
Division communication will be efficient with minimal duplication <i>Priority #3</i>	Sr. Adm. G. Butler L. Good	*Complete a review of all Administrative and Human resource forms, procedures, manuals, processes *All Administrative forms will be centrally organized in a coordinated system		*Administrative and Human Resource practices will be centrally located, user friendly and used as per policy/regulation	2011-2013
Sustainable Development will be included in Business and Administration <i>Priority #6</i>	Sr. Adm.	*Integrate Sustainable Development principles as a common practice in the Divisional review of Policies		*Policies and procedures / regulations will include principles of sustainable development philosophy	2011-2016
	K. McNabb L. Good	*Review Division Office Operations re: Sustainable Development practices *Develop and implement practices that support sustainable development		*Division Office operations will have incorporated sustainable development practices	2011-2012
All worksites in the Division will comply with WSH regulations <i>Priority #1 & 6</i>	K. McNabb	* Develop and implement a plan to address deficiencies Science Lab survey.		*Areas of deficiencies identified will be resolved	2011-2013
	K. McNabb	*Develop and implement positive options for training and development in safe workplace practices. Safe Work manuals will be updated			
The Division will be well prepared for declining enrollment <i>Priority #5</i>	K. McNabb	*Complete an analysis of the cost of operations of small school versus consolidation of school spaces to support analysis of options *Present findings to the Board		*The Board will have a plan for declining enrollment	2011-2013

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Update web page information	D. Tesarowski	*Post current and useful information on the Division Transportation web page		*Completed with more updated/current information	2011-2012
Research and obtain an apprentice mechanic	D. Tesarowski	*Work with the local high school program		*Hire an appropriate replacement for K. Betteridge upon retirement	2011-2012
Achieve a one hour bus ride	D. Tesarowski	*Be as close to a one hour bus ride as practical		*Route times are consistent throughout the Division	On-going
Continue to find, train and maintain drivers, both spare and full time	D. Tesarowski M. Bukarz	*Ensure working conditions, re-numeration, and responsibilities are managed to ensure continued interest in the job.		*Ensure we have enough drivers & spare drivers to manage the challenges	On-going

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Improve aesthetics & safety of building exteriors	L. Dobreen Mtce Staff Contractors	*RCI - replace sidewalk & landing - NE entrance		*Improve drainage away from school	2011-2012
		*MCI - replace steps & landing - SW entrance		*Safe & level exit from school	2011-2012
	L. Dobreen Mtce Staff	*Tanner's/MCI - clean up after flood		*Repair damage from flood – play structure *Remove sand bags – landscaping	2011-2012
	L. Dobreen Contractor	*Tanner's - parking lot upgrade	*Waiting for reply from Zenith Paving	*Parking lot will be resurfaced	2011-2012
Improve aesthetics & safety of building interiors	L. Dobreen Contractor	*MCI – build a new canteen	*Work has started – new canteen should be ready for Sept.	*New canteen will meet today's standards	2011-2012
	L. Dobreen Mtce Staff	*School bathrooms partitions replacement		*Improve cleanliness of bathrooms	
		*School gym's acoustical panel replacement		*Improve acoustics & appearance of gym	2011-2012
		*Fire Alarm upgrade at Forrest Elem.		*Improve life safety system for school	2011-2012
		*New P.A. system for Forrest Elem.	*System has been ordered	*Improve safety of school	
		*Surveillance cameras for high schools		*Improve safety in school *Improve quality of existing camera system	2011-2012
	*DDC/Control systems		*Improve heating control	2011-2012	
	*TCS – PA System replacement		*Improve safety of school	2011-2012	
*Server room air conditioning		*Cool server room down so equipment runs better	2011-2012		
L. Dobreen Jenkins Carpets	*Flooring for TCS, ECI & MCI	*Have booked installer for July / August	*Floors installed	2011-2012	
L. Dobreen Painter	*Painting in schools; Summer Plan – finish Douglas & Erickson Elem. Start MCI this fall	*Painter is working in Douglas	*Douglas & Erickson Elem. will be completed	2011-2012	
5 Year Capital Plan for RRSD Facilities	Sr. Adm. L. Dobreen	*Meet with Reg, Marg & Kathy to discuss needs of our schools, structural, roofing, access, mechanic and renovations		*5 year Capital Plan completed & submitted	2011-2012
Custodians & Mtce staff will become more knowledgeable in safety procedures	L. Dobreen K. McNabb	*Asbestos training for Maintenance staff		*All Mtce. Staff trained	2011-2012
Submit a plan for Division Office, Trspt., Mtce. Facility	Sr. Adm. L. Dobreen Operations	*Investigate options		*Bring forward recommendations for future	2011-2012