



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

Superintendent's Report to

Rolling River School Division Board of Trustees

2006 - 2007



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

2006 - 2007

September 7, 2006

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

Table of Contents

Governance	Page 1
Education / Superintendent's Dept.	Pages 2 - 3
Student Support Programs	Pages 4 - 6
Computer Technology	Pages 7 - 8
Business Administration & Finance	Pages 9 - 11
Transportation Dept.	Pages 12 - 13
Maintenance / Facility Operations	Pages 14 - 16

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006 - 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Governance	1.0	Policy Review		<ul style="list-style-type: none"> ➤ Continue Review of RRSD Policies..... ➤ Review of Procedural Bylaw and the role of the chair/vice chair..... 	Ongoing 2006-2007	Board	
	2.0	Professional Development		<ul style="list-style-type: none"> ➤ Developing a plan for Trustee Professional Development 	2006-2007	Board	
	3.0	Board / CEO Evaluation		<ul style="list-style-type: none"> ➤ Implement Policy..... ➤ Review, discuss and analyze the results of the Parent Survey as it relates to long range planning process..... 	Oct. 2006 2006-2007	Board Superintendent	
	4.0	Long Range Planning		<ul style="list-style-type: none"> ➤ Implement Policy 	Oct. 2006	Board Senior Administration	
	5.0	Public Relations/ Communication	Promoting Trusteeship	<ul style="list-style-type: none"> ➤ Advertisements in paper ➤ Info in newsletters ➤ Presentations to PAC ➤ Info on RRSD Website ➤ Posters in Schools 	Ongoing	Board	
	5.1		Reporting to Community	<ul style="list-style-type: none"> ➤ Develop a comprehensive plan to report to the community 	2006-2008	Board Senior Administration	
	5.2		Enhancing School-Board Communication	<ul style="list-style-type: none"> ➤ Education Presentations ➤ School Tours 	Ongoing	Board Senior Administration	
	5.3		Enhancing Trustee Administration Communication	<ul style="list-style-type: none"> ➤ Develop and implement a Communication Protocol for Trustees and Senior Administration 	2006-2008	Board Senior Administration	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006- 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Education / Superintendent's Dept.	1.0	Appropriate Education Program	Early Literacy	<ul style="list-style-type: none"> ➤ Review K-4 Reading Continuum - Grade Groups ➤ Review DIAL delivery and training - Grade 1 	2006-2007	J. Hardy S. Davar	
	1.1		Early Numeracy	<ul style="list-style-type: none"> ➤ Identify and target the last 2 strands of the Math program ie: instruction, assessment and resources (\$150/Grade) Grade Groups..... ➤ Review curriculum changes from MECY ➤ Implement curriculum changes K-4..... 	2006-2007 2007-2008	J. Hardy J. McKenzie	
	1.2		Middle Years Literacy	<ul style="list-style-type: none"> ➤ Purchase Guided Reading materials and inservice staff on implementation of a Guided Reading Program (Gr. 5-8)..... ➤ Implement the Write Traits Program (Gr. 4-6) 	2006-2007	J. Hardy T. Radcliffe B. Sprott G. Lawson	
	1.3		Basic French	<ul style="list-style-type: none"> ➤ Unit development sessions for Ca Commence and Ca Marche resources (Gr. 4-8)..... ➤ Implementation of Accelerated Integrated Method of French Instruction Program (Gr. 4-8) ➤ Final year for Action Plan for Official Languages Grant..... 	2006-2007 2007-2008	J. Hardy C. Stiles	
	1.4		Senior Science	<ul style="list-style-type: none"> ➤ Implementation of S4 Current Topics in Science..... ➤ Review of science equipment requirements for new curriculum (Physics / Biology / Chemistry) ➤ Voluntary implementation of S3 Chemistry ➤ Voluntary implementation of S4 Chemistry..... 	2006-2007 2007-2008	J. Hardy	
	1.5		Social Studies	<ul style="list-style-type: none"> ➤ Continue implementation of K-4 resources..... ➤ Begin implementation of Gr. 5-8 with training through MECY and Grade Groups ➤ Review and purchase Grade 5-8 Resources..... 	2006-2007 2007-2008	J. Hardy	
	1.6		Middle Years Assessment	<ul style="list-style-type: none"> ➤ Grade 7 Math, Grade 8 Writing - MECY guidelines..... ➤ Investigate the application of SuccessMaker for the middle years assessment and reporting to parents..... ➤ Full implementation of Grade 7/8 Assessment..... 	January 2007 2006-2007 2007-2008	J. Hardy L. Jago K. Burgess G. Lawson	
	1.7		Vocational Programs	<ul style="list-style-type: none"> ➤ Explore expansion of the Culinary Arts Program 	2006-2007	Sr. Adm.	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006- 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Education / Superintendent's Dept.	2.0	Healthy Lifestyles	Develop Division / School Policies	<ul style="list-style-type: none"> ➤ Establish Division Ad-Hoc Committee to develop division policy based on MECY Guidelines..... ➤ Implementation of Division / School Policies..... 	2006-2007 2007-2008	J. Hardy	
	2.1	Promote Healthy Active Lifestyle	<ul style="list-style-type: none"> ➤ Establish Guidelines for Daily Physical Activity K-8..... ➤ Implement S1 / S2 P. Ed. / Health Curriculum ➤ Implement S3 / S4 P. Ed. / Health Curriculum..... 	2006-2007 2008-2009	J. Hardy		
	2.2	Communication	<ul style="list-style-type: none"> ➤ Community Awareness - School Newsletters ➤ Wellness Activities - Division Inservice / School Newsletters 	2006-2007	J. Hardy		
	3.0	Professional Development	Technology Foundation Skill	<ul style="list-style-type: none"> ➤ Document overview at Divisional Inservice - K-8 and Sr. 1-4 ➤ Staff assessment of skills and P.D. needs ➤ Computer workshops on hardware and software applications 	2006-2007	G. Butler M. Dalton	
	3.1	Guided Reading / Writing	<ul style="list-style-type: none"> ➤ Grade 4-8 staff workshops / training (Pearson/BER/Tony Stead)..... ➤ Grade 4-6 writing workshops / training (Nelson - Write Traits) 	2006-2007	J. Hardy		
	3.2	Behaviour 3 Year Comprehensive Training Plan	<ul style="list-style-type: none"> ➤ WEVAS, Restitution, Keys to Communicating with Parents, Threat Assessment and Trauma Response and Positive Behaviour Support 	2006-2007	N. Whitley J. Hardy D. Parrott R. Gray D. McCallum		
	3.4	Curriculum Implementation	<ul style="list-style-type: none"> ➤ Grade Group Session K-8 - 2 days ➤ Subject Area Meetings Sr. 1-4 - 2 days 	2006-2007	J. Hardy Facilitators		

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006- 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Student Support Programs	1.0	Appropriate Education Programs	To familiarize staff (professional and support) with new Appropriate Education Act <ul style="list-style-type: none"> ➤ Review Appropriate Education Act with Principals and Resource teachers. ➤ Familiarize Student Support Facilitators and Guidance Counsellors ➤ Prepare packages (presentation) for schools to inservice their staffs ➤ Update schools and school teachers with new policies..... 	2006-2007 Ongoing	D. Parrott R. Gray N. Whitley	
	1.1	Update & create new policies to meet Appropriate Education Act	<ul style="list-style-type: none"> ➤ Review existing policies and make recommendations to the Policy Committee should they be required..... ➤ Develop new policies and make recommendations to the Policy Committee ➤ Review and revise policies..... 	2006-2007 Ongoing	D. Parrott N. Whitley	
	1.2	Standardize adaptation / accommodation format across the division	<ul style="list-style-type: none"> ➤ Collect samples and draft format for Early Years, Middle Years, Senior Years..... ➤ Pilot ➤ Review and make changes if necessary ➤ Transfer to computer program and implement..... ➤ Review and make changes if necessary..... 	2006-2007 2007-2008 Ongoing	D. Parrott G. Butler	
	1.3	Student support file guidelines	<ul style="list-style-type: none"> ➤ Review existing policy / match with provincial guidelines..... ➤ Make recommendations to Policy Committee should they be required ➤ Inservice Resource teachers, Speech/Language Pathologist and Social Worker with guidelines ➤ Create plan with Resource teachers to review files ➤ Implement plan to purge / update / review files ➤ Complete file review in each school..... ➤ Complete file review in Division Office (psychologist, social worker, speech/language pathologist)..... 	2006-2007 2007-2008 2008-2009	D. Parrott R. Gray A. Playter Senior Adm.	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006- 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Student Support Programs	1.4	Create post assessment guidelines for Resource Teachers	<ul style="list-style-type: none"> ➤ Research/review current practice in schools in our division..... ➤ Research current practice in other divisions ➤ Review existing policy/guidelines ➤ Create and draft guidelines ➤ Implement guidelines..... ➤ Review progress..... 	2006-2007 2007-2008 Ongoing	D. Parrott	
	1.5	Inservice teachers and educational assistants on tracking IEP goals	<ul style="list-style-type: none"> ➤ Review process with Resource Teachers..... ➤ Resource teachers inservice school staff ➤ Implement ➤ Review progress with Resource teachers ➤ Review additional supports to put in place if required ➤ Continue to review with and support classroom teachers and educational assistants..... 	2006-2007 Ongoing	D. Parrott Resource Teachers Principals	
	1.6	To continue PD and to develop divisional guidelines in areas of Autism	<ul style="list-style-type: none"> ➤ Review progress/PD/concerns to date with resource teachers..... ➤ Meet with OT/PT/SLP from Children's Therapy Initiative (CTI) to plan coordinate visits to schools ➤ Create guidelines to work with various forms of Autism in schools ➤ Regular meetings with CTI team..... ➤ Review and establish guidelines for division in area of: <ul style="list-style-type: none"> • behaviour..... • instructional / best practice • assessment ➤ Review..... 	2006-2007 Ongoing 2007-2008 Ongoing	D. Parrott R. Gray A. Playter	
	2.0	Communication To inservice Resource Teachers on running effective and efficient meetings	<ul style="list-style-type: none"> ➤ Survey current practice for IEP meetings and other meetings that Resource teacher run..... ➤ Locate "trainer(s)" to inservice Resource Teachers ➤ Create training opportunities through Resource Teachers meetings to inservice Resource Teachers ➤ Use case studies / role playing to review / practice running meetings (1 every second Resource Teachers' meeting)..... 	2006-2007 Ongoing	D. Parrott	
	2.1	Enhance Communication with Parents	<ul style="list-style-type: none"> ➤ SuccessMaker - investigate and implement a reporting system to parents 	2006-2007	D. Parrott N. Whitley	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006- 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Student Support Programs	3.1	Professional Development	To develop skills with Guidance Counsellors	<ul style="list-style-type: none"> ➤ Review record keeping..... ➤ Communication strategies with staff / parents ➤ Explore options of how to increase staff awareness and understanding of Guidance role..... ➤ Develop a plan (division-wide focus) ➤ Customize role within each school (Guidance Counsellor & Administration at each school) ➤ Inservice staff ➤ Case studies (to practice skills)..... 	<p>2006-2007</p> <p>2007-2008</p> <p>Ongoing</p>	D. Parrott R. Gray	
	3.2		To develop Guidance library / bank of resources	<ul style="list-style-type: none"> ➤ Survey current resources amongst Guidance Counsellors..... ➤ Compile Resource list ➤ Develop list of resources to purchase ➤ Purchase resources and update resource list 	2006-2007 (Ongoing)	D. Parrott R. Gray	
	3.3		To develop guidelines & inservice school staff about FAS/FAE	<ul style="list-style-type: none"> ➤ Form committee at Resource Teacher level to explore current resources (in & out of Division)..... ➤ Develop plan for inservicing Resources Teacher and Classroom Teachers working with children affected by FAS/FAE ➤ Inservice staff (classroom teacher, principals, resource teachers, educational assistants) who work with this population..... ➤ Form committee from staff who have been inserviced ➤ Draft guidelines for working with population (based on provincial documents and current best practice)..... ➤ Inservice school staff (presenters at each school to be made up of staff inserviced by June 2008) 	<p>2006-2007</p> <p>2007-2008</p> <p>2008-2009</p>	D. Parrott A. Playter R. Gray	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006 - 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Computer Technology	1.0	Appropriate Education Programs	TSF Document	<ul style="list-style-type: none"> ➤ The establishment of 3 more Classrooms in the high school that will evaluate the integration of technology into the high school Curriculums..... ➤ The classrooms will have 5 laptop computers with a wireless connection to the schools network and Internet. (STEP Program) <ul style="list-style-type: none"> • 4 more classrooms • 4 more classrooms 	2006-2007 2007-2008 2008-2009	G. Butler G. Butler G. Butler	
	1.1		TSF Document	<ul style="list-style-type: none"> ➤ A divisional committee will be created to look at the new high school. Technology programs that the Department is creating. The committee will review the impact to the high school program and come up with a list of recommendations. 	2006-2007	G. Butler	
	1.2		Student Assessment	<ul style="list-style-type: none"> ➤ Investigate using the SuccessMaker program to meet the expectations/ requirements of the Department's assessment of students in Math at grade 3 and 7 and Language Arts in Grades 4 and 8. 	2006-2007	G. Butler M. Dalton N. Whitley	
	1.3		Literacy with ICT	<ul style="list-style-type: none"> ➤ Literacy with Information and Communication Technology Continuum for Elementary and Middle Year's students. The implementation of the recommendations from the Department of Education. <ul style="list-style-type: none"> • 2 Pilot schools: Rapid City, Rivers Elementary • Grade Group Presentation on the Continuum • Teacher Samplers: Each teacher will submit one Learning Experience with samples from 3 students ➤ Review of Software being used at the high school level. 	2006-2007	M. Dalton G. Butler	
	2.0	Declining Enrollment Plan		<ul style="list-style-type: none"> ➤ Review of Distance Education courses and how they will be offered to students in Rolling River School Division. The review will include Web CT delivery and Interactive Video delivery. The review will include costs and a evaluation of exiting practices. With recommendations to come for budget consideration. 	2006-2007	G. Butler N. Whitley	

ROLLING RIVER SCHOOL DIVISION ACTION – 2006 - 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Computer Technology	3.0	Communication Enhance Parent Communication	<ul style="list-style-type: none"> ➤ High School Parents accessing student records on the WEB through Maplewood Web based student information program..... ➤ Upgrade of school web sites with the divisional format ➤ Upgrade of Divisional Web Page ➤ Information and orientation meeting regarding the delivery of distance education courses by Web CT to high school parents ➤ Classroom Web pages, the continued update of classroom web pages in the elementary classrooms. <ul style="list-style-type: none"> • All classrooms in the division have a web page ➤ Elementary Parents accessing student Records on the WEB through Maplewood Web based student information program..... 	2006-2007	G. Butler R. Adams G. Butler L. Hogg G. Butler K. McNabb L. Hogg G. Butler M. Dalton	
			2007-2008	G. Butler R. Adams		
	3.1	Literacy with ICT	<ul style="list-style-type: none"> ➤ Reporting to Parents regarding Literacy with Information Communication Technology (ICT), as outlined by the Department of Education..... ➤ Work shops for all High school teachers in using the Web Based Maplewood program. ➤ Workshops - First Class and setting up students' accounts and e-mail... 	2006-2007	M. Dalton G. Butler	
4.0	Professional Development	Employee P.D.	<ul style="list-style-type: none"> ➤ A number of summer courses will be offered to Elementary and Middle years teachers to address the Literacy with ICT ➤ Summer Workshops - Literacy with ICT ➤ Workshops in using First Class Software for all teaches and Administration staff. 	2007-2008	M. Dalton M. Dalton G. Butler	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006- 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Business Administration & Finance	1.0	Communication (Budget & Financial Reporting)	Public Consultation / Communication <ul style="list-style-type: none"> ➤ Encourage presentations and written submissions on budget priorities through: <ul style="list-style-type: none"> • Advertisements in local papers and personal invitations to Rural Municipal Councils, PAC, schools & staff, and Chamber of Commerce to provide presentations or written submissions on budget priorities at Board meetings. ➤ Present Proposed Budget at a Board Meeting open to the public ➤ Distribute a budget and program report to all RRSD postal boxes 	Ongoing	N. Whitley J. Hardy K. McNabb		
	1.1		Financial Statement <ul style="list-style-type: none"> ➤ Develop a Financial Statement report to distributed to the public..... ➤ Evaluate and revise communication of Financial Statement information..... 	2006-2007 2007-2008	K. McNabb		
	1.2		Implement the Rolling River Education Fund (RREF) <ul style="list-style-type: none"> ➤ First planned full year of operation of the Rolling River Education Fund (RREF)..... <ul style="list-style-type: none"> • Implement Committee structure and meetings • Develop a communication/ promotion strategy ➤ Maintain operation of the RREF as per Policy..... 	2006-2007 Ongoing	N. Whitley K. McNabb		
	1.6	Provincial Requirement (PSAB – Accountability)	Increased Accountability and Accuracy Improved School – Community Communication	<ul style="list-style-type: none"> ➤ Maintain standards / policy / procedures for school fund / school fund fundraising (School Funds Manual) and Divisional School Cash Net accounting program for school funds (Type A) ➤ Develop and implement standard process for financial reporting to school communities for school based funds and implement GST rebate claim procedure for school funds. ➤ Investigate and implement consistent compensation system for school canteen workers. ➤ Review and revise as necessary financial systems and reporting of School Funds. ➤ Projected implementation of Divisional reporting of School Funds (Type A)..... 	2006-2007 2007-2008	N. Whitley J. Hardy K. McNabb L. Good	
	2.0	Provincial Requirement	Compliance with Public Sector Accounting Board Standards (PSAB)	<ul style="list-style-type: none"> ➤ Develop and implement procedures and methodology for compliance with PSAB standards for Division Budget and Financial reporting: <ul style="list-style-type: none"> • First PSAB Financial Statement (June 2007)..... • First PSAB compliant Budget (2007/2008)..... • Quarterly PSAB Financial reports 	2006-2007 2007-2008	K. McNabb	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006- 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Business Administration & Finance	2.1		Develop and Implement a Workplace Safety & Health Program	<ul style="list-style-type: none"> ➤ Provide regular training for school based WSH Committees Survey ➤ WSH Committees for training needs / requests ➤ Develop and implement Job Hazard Analysis and Safe Work Procedures <ul style="list-style-type: none"> • Participate in MAST WHAM Software Project ➤ Investigate and negotiate WSH initiative partnerships with other School Divisions. Investigate development of a Safety Association with other School Divisions in Southwest Manitoba 	2006-2007	K. McNabb N. Whitley	
	3.0	Declining Enrollment Plan	Budget Process is Implemented Parallel to Board Strategic Planning	➤ Budget activities will be implemented parallel with Strategic Planning process as per Strategic Planning Timeline.	Ongoing	N. Whitley J. Hardy K. McNabb	
	3.1		Develop Data for School Enrollment Forecasts / Trends	<ul style="list-style-type: none"> ➤ Develop a 10 year enrollment forecast and school space implication report..... ➤ Develop long term options for school utilization/consolidation..... 	2006-2007 2007-2009	N. Whitley K. McNabb	
	4.0	Communication (Administration)	Efficient and Coordinated Divisional Policy and Process for the Retention and Destruction of Records	➤ Develop and implement a divisional records retention policy and procedures that meets the minimum requirements of Manitoba Education for the retention and disposal of all Division records (administrative and student).	2006-2007	N. Whitley J. Hardy K. McNabb	
	4.1		Support Staff Orientation Handbook	➤ Develop and implement a Support Staff Orientation Handbook (including relevant policy, procedures, payroll, benefits, accounts HR etc.)	2006-2007	K. McNabb	

ROLLING RIVER SCHOOL DIVISION LONG RANGE PLAN – 2006- 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Business Administration & Finance	4.2	Non-Unionized Support Staff Liaison	➤ Survey and evaluate benefit plan expansion options (<i>LTD, Dental, Vision etc.</i>)	2006-2007	K. McNabb	
	4.3	Communication P.D. Administrative Support Staff Evaluation	➤ Review, develop/revise and implement performance evaluation format and process for Administrative Support Staff (Division Office and school-based)	2006-2007	K. McNabb Principals	
	5.0	P.D. Professional Development opportunities for Division Office and School Administrative Support Staff	➤ Provide relevant professional development opportunities for Division Office and School based support staff. <ul style="list-style-type: none"> • PSAB • School Cash Net • Personal development • Technology • Accounts / Payroll systems 	Ongoing	K. McNabb	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006 – 2007 to 2008 – 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Transportation Dept.	1.0	Declining Enrollment	Provide reasonable bus times	<ul style="list-style-type: none"> ➤ Monitor routes on a regular basis. Continue to plan for more reductions. Forecast routing for possible school closures. Move pick ups as required from one route to another each year to ensure a balance between routes in the same areas. Monitor past reductions for appropriate bussing as children graduate and new families move in. 	Ongoing	D. Tesarowski	
	2.0	Professional Development	Provide training to bus drivers and mechanics	<ul style="list-style-type: none"> ➤ Bus Drivers Job Hazard Analysis for bus drivers, evacuation drill review, engine idling, job description review..... ➤ Provide annual training as per PSA to provide bus drivers with useful, up to date information that enhances job performance..... ➤ Continue to correspond with other Divisions and share ideas both driver and mechanic oriented..... ➤ Keep mechanics up to date with newest information and the required diagnostics equipment – annual mechanical workshops during Spring Break and others as they become available..... ➤ Topics of interest and safety as related to bus driving and vehicle repair 2007/2008..... 	2006-2007 Ongoing Ongoing Ongoing Ongoing	D. Tesarowski	
	3.0	Safe and Positive Environment	Provide a safe up to date vehicle	<ul style="list-style-type: none"> ➤ Annual review and revision of school bus replacement plan. Vehicle Standards (Manitoba Government) to continue annual spot checks of Mechanics work. 	Ongoing	D. Tesarowski	
	3.1		Retrofit buses with LED lighting	<ul style="list-style-type: none"> ➤ To ensure lighting on buses is both efficient and adequate to ensure student safety -LED lighting is brighter, requires less amperage to operate and is easier to keep the lenses clean so reduces maintenance..... ➤ Continue retrofit on new buses as they arrive in the fleet..... 	2006-2007 2007-2008	D. Tesarowski	
	3.2		Radios on School Buses	<ul style="list-style-type: none"> ➤ Install AM/FM radios on schools buses for Driver and student use - to provide a more comfortable environment and assist to pro-actively maintain good behavior of students..... ➤ Continue to retrofit buses with AM/FM radios as required ➤ Purchase AM/FM radios on new buses as they enter our fleet..... 	2006-2007 2007-2008	D. Tesarowski	
	3.3		Ensure school buses are used for travel	<ul style="list-style-type: none"> ➤ Review allocation of funds for travel ➤ Evaluate sports vs educational trips. Research type of trips - sport / extra-curricular and cost vs ridership 	2006-2007	D. Tesarowski Adm. Rep Principal Rep.	
	3.4		Divisional Vehicle Replacement	<ul style="list-style-type: none"> ➤ Do an annual review of vehicles and provide recommendations to the Board for replacements of Division vehicles as part of the budget process. 	Ongoing	D. Tesarowski L. Dobreen G. Butler	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006 – 2007 to 2008 – 2009

	Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Transportation Dept.	4.0	Efficient and Accountable Operation of School Bus Garage	Transportation Supplies / Parts Inventory Program	<ul style="list-style-type: none"> ➤ Implement a computerized Inventory program to..... <ul style="list-style-type: none"> • decrease the number of inputs from what is currently used • maintain an accountable control of inventory • Generate useful fiscal and vehicle tracking reports easily • Maintain a useful database outlining current, yearly and life-cycle reports on all our vehicles ➤ Maintain program..... 	2006-2007 2007-2008	D. Tesarowski M. Bukarz A. Gugin	
	5.0	Environmentally Operation	Investigate environmentally friendly operational practices	<ul style="list-style-type: none"> ➤ Discuss / implement an understanding toward appropriate idle times for school buses and Division owned vehicles..... ➤ Research hydrogen fuel and it's use in school buses. Experiment with bio-diesel fuel in a controlled study on school buses ethanol fuel..... 	2006-2007 2007-2008	D. Tesarowski and Committee	
	5.1		Provide approved storage for bulk fuel within our Division	<ul style="list-style-type: none"> ➤ Remove underground storage tank in Minnedosa - replace with 9000 L above ground storage..... ➤ Review expenditure on the Minnedosa tank..... ➤ Continue to study fuel storage systems within the Division and as part of the budget process, plan for future replacements..... 	2006-2007 2007-2008 2008-2009	D. Tesarowski	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006 - 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Maintenance / Facility Operations	1.0	Safe & Positive Learning Environment	Capital "D" Projects <ul style="list-style-type: none"> ➤ Erickson Collegiate - Fire Alarm Upgrade - Phase 2 D.D.C. Controls ➤ Minnedosa Collegiate - South Steps - Flooring in 2 classrooms ➤ Rivers Collegiate - Computer Labs Air Conditioner ➤ Tanner's Crossing - Flooring upstairs lunch room - Canteen 	2006-2007	L. Dobreen Mtce. Staff Contractor	
	1.1	Summer Maintenance Projects	<ul style="list-style-type: none"> ➤ Elton Collegiate - Roofing Storage Shed ➤ Division Office - Roof replacement ➤ Tanner's Crossing - Remove old playground structure - Pull well pumps & replace piping - Bathroom repairs ➤ Ground repairs around schools 	Summer 2006	L. Dobreen Mtce. Staff	
	1.2	Playground maintenance and repairs	<ul style="list-style-type: none"> ➤ Work with in our budget to improve our play structures..... ➤ 5 year plan to have this completed ➤ Once completed - maintenance is a priority ➤ Parent Groups are involved and partners with the Division ➤ Rapid City Elem. - New borders, sand and replace old sand under swings..... ➤ Rivers Elem. - Sand and borders around swings ➤ Tanner's Crossing - Sand, borders around swings and new tire swing set 	Ongoing 2006-2007	L. Dobreen L. Dobreen Contractor	
	1.3	Schools Painting Program	<ul style="list-style-type: none"> ➤ The painting program is scheduled to complete two schools per year..... ➤ Painting classrooms during school year; hallways and some classrooms done during breaks..... ➤ All schools - exterior painting if time permits..... ➤ Erickson Elem. and Rapid City Elem. - Finish painting ➤ 12 schools = a 6 year paint cycle per school building ➤ Schools painting program rotation <ul style="list-style-type: none"> ▫ Forrest Elementary and Onanole Elementary..... ▫ Oak River Elementary and Tanner's Crossing..... ▫ Douglas Elementary..... ▫ Elton Collegiate, Erickson Elementary and Erickson Collegiate..... ▫ Rapid City Elementary and Rivers Elementary..... 	Ongoing Ongoing 2006-2007 2006-2007 2007-2008 2008-2009 2009-2010 2010-2011	L. Dobreen Mtce Staff	
	1.4	Garage/Maintenance/Division Office Facility	Long Term Strategy to Plan for a New Garage Facility	<ul style="list-style-type: none"> ➤ Complete a review of Division Office, Maintenance and Garage facilities... ➤ Develop a plan for future utilization/development of the facilities..... 	2006-2007 2007-2008	Senior Admin Dept. Mgrs & Dept. Staff

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006 - 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Maintenance / Facility Operations	1.5	PSFB Projects	<ul style="list-style-type: none"> ➤ Tanner's Crossing - Roof replacement in court yard and south side of school ➤ Onanole Elem. - Roof replacement - received PSFB okay to go to tender. We have contacted PSFB to see if we can have the brick veneer project done at the same time as it would tie in with the roof replacement. ➤ Elton Collegiate and Erickson Collegiate - Bandrooms ➤ Review; develop/revise a five year capital plan to address needs in the Division <ul style="list-style-type: none"> • Rivers Collegiate – Grooming Room • Minnedosa Collegiate – Structural Review & Gym Floor Replacement • Rivers Collegiate – Structural Review & Gym Floor Replacement • Onanole Elementary – West wall repairs • Douglas Elementary – Roof replacement – shingles • Ongoing heating replacements ➤ Huts at Elton Collegiate (1992) - Review and replace 	2006-2007	L. Dobreen K. McNabb	
	1.6	Grounds Maintenance	<ul style="list-style-type: none"> ➤ Impent 5 year plan to repair/upgrade & maintain parking lots in the Division 	2006-2011	L. Dobreen D. Tesarowski	
	2.0	Appropriate Education Programming	Computer wiring in schools	<ul style="list-style-type: none"> ➤ Upgrade cabling and electrical ability off all schools to support technology needs and plans for schools..... <ul style="list-style-type: none"> • Additional 1.0 FTE Term Electrician for project • Upgrades to Forrest, Onanole, Division Office and Tanner's Crossing. • Upgrades to ECI, Elton, Douglas and Erickson Elem. ➤ Upgrades to RCI, Rivers Elem., Oak River, MCI, and Rapid City..... 	2006-2007 Ongoing	L. Dobreen Mtce. Staff

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2006 - 2007 to 2008 - 2009

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Maintenance / Facility Operations	3.0	Professional Development Provide training for staff	<ul style="list-style-type: none"> ➤ Continue with WSH Training ➤ Fall Protection - scheduled for this fall - Maintenance & Transportation staff ➤ Arrange for P.D. session for Custodial staff ➤ WHIMS Training & Cleaning Seminar ➤ Continue working on Job Hazard Analysis and Workplace Health Safety 	2006-2007	L. Dobreen	
	4.0	Accountability Maintenance Inventory & Work Order Program	<ul style="list-style-type: none"> ➤ Investigate a Work Order and Inventory Program 	2006-2007	L. Dobreen K. McNabb	