



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

Superintendent's Report to

Rolling River School Division Board of Trustees

2009 - 2010



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Approved September 23, 2009

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 - 5
Computer Technology	Pages 6
Business Administration & Finance	Pages 7 - 8
Transportation Dept.	Pages 9
Maintenance / Facility Operations	Pages 10 - 11

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2009 - 2010 to 2010 - 2011

IDENTIFIED FOCUS

1. Long Term Planning (Declining Enrollment/Facilities)
2. Communication (2 way street at all levels in understandable terms) (PROTOCOL)

Ref.	Board Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Governance	1.0	Board Scheduling	Board Meeting Schedule <ul style="list-style-type: none"> ➤ Review Board Meeting schedule of April, May & June 2009..... ➤ Develop a plan re: Board Meetings..... 	Nov 2009 Nov 2009	Board Sr. Adm.	
	2.0	Enrollment Information	Share Declining Enrollment Information <ul style="list-style-type: none"> ➤ Design presentation / format..... ➤ Review/discuss which stakeholders to present to..... ➤ Set Dates..... 	Nov 2009 Nov 2009 Nov 2009	Board Sr. Adm.	
	2.1		Update Trustee Activity Plan <ul style="list-style-type: none"> ➤ Review Annual Trustee Activity Plan..... 	Jan 2010	Board Sr. Adm.	
	2.2		Set Wards for Upcoming Election <ul style="list-style-type: none"> ➤ To review current ward alignment..... 	Apr 2010	Governance Cttme	
	3.0	Board – CEO Evaluation	Review Board/CEO Evaluation of 2008/09 <ul style="list-style-type: none"> ➤ Determine value of process and make recommendation for 2009/10... 	Jan 2009	Personnel Cttme Board	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2009 – 2010 to 2011 – 2012

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Education / Superintendent's Dept.	1.0	Programs and Curriculum Literacy (K-12)	➤ Early Literacy training (K-3 teachers) – Assessment: Guided Reading; Running Records, Observation Surveys.....	2009-2010	M. Janssen	
			➤ Pilot: Reading Recovery – Rivers Elem. & Tanner's	2009-2010	J. Pilling/L. Letain	
			➤ Pilot: Literacy Place/Moving Up with Literacy Place - training and implementation.....	2009-2010	K. Klassen/ C. Warrington	
			➤ Later Literacy Training (4-6) – Assessment: Guided Reading, Running Records, Observation Surveys.....	2010-2011	M. Janssen	
			➤ Content Literacy (7-12).....	2011-2012	M. Janssen	
	1.1	Numeracy/Math (K-12)	➤ Training & Implementation: First Steps in Math – Assessment (K-8).....	2009-2010	K. Harrison/ T. Kingdon	
			➤ Training: Math Makes Sense (K-9).....	2009-2010	M. Janssen	
			➤ Book Study: Math Recovery (K-2).....	2009-2010	J. MacKenzie/ C. Sansom	
	1.2	Assessment (Gr. 5-12)	➤ Developing Grading Guidelines for Outcome Based Assessment – working group – study & research – recommendation to the Board.....	2009-2010	M. Janssen	
			➤ Grading Guidelines – essential outcomes/unit planning/PD outcomes based assessment.....	2010-2012	M. Janssen	
			➤ Implementation of Grading Guidelines.....	2010-2011	M. Janssen	
	1.3	BATL/Differentiated Instruction/Inquiry Learning	➤ Smart Board Training / BATL Strategies.....	2009-2013	G. Butler/J. Hrymak	
			➤ D.I. Inservicing/bookstudy.....	2009-2010	M. Janssen	
			➤ D.I. – continued P.D./ implementation.....	2010-2012	M. Janssen	
	1.4	Class Size Composition	➤ Final Year of Project (Review/Analysis of data).....	2009-2010	G. Edwards	

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Education / Superintendent's Dept.	2.0	Healthy Lifestyles	Physical Education	➤ Gr. 12 P.E. Implementation of curriculum – transition complete.....	2009-2010	J. Potter H/S Principals	
	3.0	Professional Growth	Teacher Professional Growth Model	➤ Working/Study group – development of model – recommendation to RREAL Team/Board.....	2009-2010	M. Janssen	
				➤ Inservicing/Pilot of Professional Growth Model.....	2010-2011	M. Janssen	
				➤ Division wide implementation.....	2011-2012	Principals	
3.1		RREAL Team Professional Growth Development	➤ Plans for RREAL Team P.D..... ➤ Delivery / facilitation of P.D.....	2009-2010 2010-2011	M. Janssen/ RREAL Team P.D. Committee		
3.2		Leadership Development Course	➤ Development of course/course materials..... ➤ Pilot of RREAL Team..... ➤ Leadership Development Course for interested leaders.....	2009-2011 2010-2011 2011-2012	M. Janssen/ K. McNabb		

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Student Support Programs	1.0	Appropriate Educations	Revision of Student Support file Guidelines	<ul style="list-style-type: none"> ➤ Create plan with Resource staff & clinical staff to review file content in compliance with MECY guidelines plan..... ➤ Implement..... ➤ Ensure files are in compliance..... 	Oct. 2009 2009-2010 June 2012	D. Parrott	
	1.1		Create post assessment reporting format for Resource intervention assessments	<ul style="list-style-type: none"> ➤ Draft reporting format and pilot..... ➤ Continue pilot & review / revise as warranted..... ➤ Full implementation..... 	2009-2010 2010-2011 Sept 2011	D. Parrott	
	1.2		EAL Intake Program Planning Protocol	<ul style="list-style-type: none"> ➤ Develop guidelines for schools for EAL students..... ➤ Pilot and review as warranted..... 	2009-2010 Jan 2010	D. Parrott	
	1.3		Raising awareness in schools & communities on significant guidance issues affecting students	<ul style="list-style-type: none"> ➤ Create one display board (e.g. crystal meth, grief, body image) total of 4.. ➤ Develop one per year (all schools can sign out as needed)..... 	2009-2010 2009-2012	D. Parrott R. Gray	
	2.0	Communication	Post links on Student Services web page for reputable sites dealing with exceptionalities	<ul style="list-style-type: none"> ➤ Clinical Services staff will create list of websites & post to web page..... ➤ Collaborate with Computer Dept. to arrange set-up & updating of links.... ➤ Create system of regular monitoring & maintenance of links..... 	Jan 2010 Jan 2010 Jun 2010	D. Parrott G. Butler	

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Student Support Programs	3.0	Professional Development	Inservice Resource Teachers on Running effective and meetings	<ul style="list-style-type: none"> ➤ Schedule portion of each Resource Teacher meeting..... ➤ ½ day inservice: "Standing up Assertively"..... ➤ Create "Guidelines for Running Meetings" to put into Resource Teacher binder..... 	Oct 2010 Oct 2010 Jun 2010	D. Parrott	

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Computer Technology	1.0	Appropriate Education Program	LICT	➤ High School LICT review – On going meetings with Department.....	June 2011	G. Butler	
			➤ Evaluation of LICT reporting to Parents	June 2010	G. Butler		
			➤ Evaluation of connecting SmartBoards and video between classrooms – TCS.....	Spring 2010	G. Butler		
	1.1		Student Assessment	➤ Upgrade of Maplewood software reporting - Outcome based reporting..	Spring 2010	G. Butler	
	1.2		Distance Education	➤ RRSD site survey to establish WAN, and video conferencing in the division.....	Spring 2010	G. Butler	
				➤ Research options for Distance Education and delivery modes.....	Spring 2010	G. Butler	
	2.0	Professional Development	Summer/Fall Technology workshops	➤ 2 day workshop for new teachers coming in the division.....	Sept. 2009	G.Butler/J.Hrymak	
				➤ Workshops for New BATL teachers in the division.....	2009-2010		
				➤ Office 2007 – online workshops	Fall 2009		
	2.1		LwICT/BATL	➤ Creation of 10 additional BATL classrooms.....	Fall 2010	G. Butler	
➤ Forrest Elementary – evaluation of Netbooks in Elementary Classrooms				Fall 2009	G. Butler		
➤ Creation of Workspaces for teachers to share activities.....				Fall 2009	G.Butler/J.Hrymak		
➤ Classroom Web Pages – working with teachers to create and maintain classroom web pages.....				Spring 2010	G.Butler/J.Hrymak		
➤ Exploring – EBOOKs and Audio books in school Libraries.....				Spring 2010	G. Butler		
3.0	Communication	Enhanced Parent / Student Communication	➤ Working with teachers and schools to keep classroom and school web pages updated.....	Spring 2010	G.Butler/J.Hrymak		
4.0	Research Development	Sustainable Development	➤ Windows 7 – evaluating systems and software for the move to new operating system.....	Spring 2010	G. Butler		
			➤ Paper Light School – evaluating and exploring ways to reduce copy and paper amounts in MCI. Electronic textbooks, file management.....	Spring 2010	G. Butler		
			➤ Wireless access in schools- Improving wireless access for Netbooks, Itouches.....	Spring 2010	G. Butler		

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Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Business Administration & Finance	1.0	Accountability	Implement Accounts – Payroll and Associated Systems	<ul style="list-style-type: none"> ➤ Implement a new payroll / accounting software system - Pre – implementation preparation in 2009-1010 and full implementation in 2010-2011..... 	2009-2011	K. McNabb L. Good G. Butler	
	1.1		Review , Evaluate, Revise and Implement Appropriate Assets and Consumables Inventory Systems	<ul style="list-style-type: none"> ➤ Develop Policy and Regulation..... ➤ Software selection and implementation (Bellamy)..... ➤ Implement a comprehensive inventory process..... 	2009-2010 2010-2011 2010-2011	K. McNabb G. Butler L. Dobreen	
	1.2		School Accountability	<ul style="list-style-type: none"> ➤ Provide training and follow-up on standards / policy / procedures for school fund / school fund fundraising (School Funds Manual) and Divisional School Cash Net accounting program for school funds (Type A) -Continue Audit process for School Funds..... 	2009-2010	K. McNabb L. Good	
			Improved School – Community Communication	<ul style="list-style-type: none"> ➤ Investigate and implement GST rebate claim procedure for school funds (Pilot School MCI)..... ➤ Develop and implement standard process for financial reporting to school communities for school based funds..... 	2009-2010 2010-2011		
2.0	Declining Enrollment Plan	Develop and Analyze Data for School Enrollment Forecasts / Trends	<ul style="list-style-type: none"> ➤ Develop costing information related to options for education, school utilization, and or school consolidation based on projected declining enrollment..... ➤ Cost implications of Bill 28 – The Strengthening of Schools Act relative to the long term plan..... 	2009-2011	K. McNabb R. Klassen M. Janssen		

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Business Administration & Finance	3.0	Provincial Requirement March 31 PSAB Compliant Financial Statement	Compliance with Public Sector Accounting Board Standards (PSAB)	➤ Complete First PSAB compliant March 31 Financial Statement (Comprehensive Procedures) and full audit file.....	2009-2010	K. McNabb
	4.0	Communication (Administration)	Support Staff Orientation Handbook	➤ Develop and implement a Support Staff Orientation Handbook (including relevant policy, procedures, payroll, benefits, accounts HR etc.).....	2009-2010	K. McNabb
	5.0	Healthy Lifestyles	Develop and Implement a Workplace Safety & Health Program	➤ Survey to assess WSH training needs – develop opportunities and strategies to provide WSH training, target new worker orientation program..... ➤ Science Labs WSH assessment, focus on Science Lab Safety requirements..... ➤ Investigate WSH related partnerships with other School Divisions..... ➤ Training inventory (DVD/Videos)..... ➤ Continued update of Safe Work Procedures Manual.....	2008-2011	K. McNabb L. Dobreen M. Janssen
	6.0	Communication (Budget & Financial Reporting)	Implement the Rolling River Education Fund (RREF)	➤ 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.....	2009-2012	R.Klassen K. McNabb

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Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Transportation Dept.	1.0	Declining Enrollment	Efficient Routing	<ul style="list-style-type: none"> ➤ Review routes in preparation of the maximum one hour bus ride legislated..... 2009 -2012 ➤ Prepare / promote the bus driver, student and parent understanding of the importance of readiness to board..... 2009-2012 	D. Tesarowski	
	2.0	Safe and Positive Environment		<ul style="list-style-type: none"> ➤ Work closely with Principals and Bus Drivers to develop a plan to promote positive student behaviour on the bus..... 2009-2010 ➤ Review ridership training material sent to the schools and revise if necessary.... 2011 ➤ Review our bus rules and revise if necessary..... 2011 ➤ Update the Bus Driver Handbook..... 2009 	D. Tesarowski Sr. Admin	
	3.0	Efficient and Accountable Operation of School Buses	Ensure longest life for bus is achieved	<ul style="list-style-type: none"> ➤ Monitor / review kilometers traveled vs bus assignments to routes..... 2009-2010 	D. Tesarowski M. Bukarz	
	3.1		Using Technology	<ul style="list-style-type: none"> ➤ Explore the benefits of electronic mapping..... 2009-2011 ➤ Continue to correspond with bus drivers using e mail to forward forms and relevant information..... 2009 and beyond 	D. Tesarowski	
	4.0	Personnel	Preparation of staff for promotion as others retire	<ul style="list-style-type: none"> ➤ Implement a plan to recruit, train and maintain new bus drivers for the anticipated turnover in staff over the next 3 – 5 years..... 2010- 2012 ➤ Prepare staff and students for the Transportation Audit scheduled for October 2009..... 2009 	D. Tesarowski M. Bukarz	

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IDENTIFIED FOCUS

1. Compensation must be competitive acknowledge shortage of skilled labour – training – support their training – initiatives to recruit/obtain staff
2. More creative ways to get maintenance completed (ie: outsource – specialized jobs) (ie: handy-man(woman) /custodian/maintenance on-site or catchment area person
3. Funding – finding ways to access and obtain increased funding – corporate, private, government

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"> ➤ Elton Coll. Bandroom & Library renovations..... ➤ Tanner's Crossing – re-do gym floor..... ➤ Tanner's Crossing – Energy Management Control work & Heat Exchanger. ➤ Minnedosa Coll. – Canteen if budget permits 	2009-2010 2009-2010 2009-2010 2009-2010	L. Dobreen Maint. Staff Contractors	
	1.1	Playground Maintenance and Repair	<ul style="list-style-type: none"> ➤ Rivers Elem – new play structure..... ➤ Work within our budget to improve play structure..... ➤ On-going plans..... ➤ Work with parent groups & schools..... 	Fall 2009	L. Dobreen Maint. Staff	
	1.2	Summer Projects	<ul style="list-style-type: none"> ➤ Flooring in schools, Tanner's Crossing, Forrest, Erickson Elem..... ➤ New budget for flooring \$20,000 per year..... ➤ All schools – Maintenance items..... 	2009-2010 2009-2010	L. Dobreen Maint. Staff	
	1.3	School Painting Projects	<ul style="list-style-type: none"> ➤ Tanner's Crossing..... ➤ Minnedosa Coll..... ➤ Painting classroom during school year, hallways & some classrooms done during breaks & summer..... ➤ Exterior painting if time permits..... 	Summer 2009 2009-2010	L. Dobreen	
	1.4	Long Term Strategy for Division Office, Garage & Maintenance	<ul style="list-style-type: none"> ➤ Complete a review of Division Office, Maintenance and Garage facilities... ➤ Meet with Operations Committee and new Administration to develop a plan for future utilization of the facilities..... 	2009-2010	L. Dobreen	
	1.5	P.S.F.B Projects	<ul style="list-style-type: none"> ➤ Tanner's Crossing – Boiler replacement..... ➤ Douglas Elem. – Roof..... ➤ Rivers Elem. – Gym floor..... ➤ Minnedosa Coll. – Structural..... ➤ All schools - Heating & roofing..... 	2009-2010	L. Dobreen K. McNabb	

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Maintenance / Facility Operations	1.6		Grounds Maintenance	<ul style="list-style-type: none"> ➤ Parking lot upgrades..... ➤ Plan in place for Forrest Elem..... ➤ Working on plan for Tanner's Crossing..... 	2008-2010 2009-2010	L. Dobreen	
	2.0	Computer Wiring in Schools		<ul style="list-style-type: none"> ➤ Complete cabling & electrical upgrade for all schools to support technical needs (Erickson Elem. – last school)..... ➤ Working with G. Butler on BATL classrooms..... 	Summer 2009 2009-2010	L. Dobreen L. Dobreen G. Butler	
	3.0	Professional Development	Provide training for staff	<ul style="list-style-type: none"> ➤ Continue with WSH Training ➤ Arrange P.D. session for Custodial staff ➤ Continue working on Job Hazard Analysis and with Workplace Health Safety 	2009-2010	L. Dobreen	
	4.0	Accountability	Maintenance Inventory & Work Order Program	<ul style="list-style-type: none"> ➤ New work order & inventory program will be in use 2009-2010 school year 	2009-2010	L. Dobreen K. McNabb G. Butler	