



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

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

2013 – 2014

Vision

Citizens who enrich our world.

Mission

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

Beliefs

We believe:

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

Division Educational Priorities

1. Excellence in Education
2. Healthy Living
3. Sustainable Future
4. Community Partnerships

ROLLING RIVER SCHOOL DIVISION ACTION PLAN

2013 – 2014

3rd Trimester Report

ROLLING RIVER SCHOOL DIVISION BOARD OF TRUSTEES

TABLE OF CONTENTS

Board Governance	Page 1
Curriculum and Programs	Pages 2 – 4
Student Support Programs	Page 5
Computer Technology	Pages 6 - 7
Finance, Administration and Human Resources	Pages 8 – 9
Pupil Transportation	Page 10 – 11
Maintenance and Facility Operations	Pages 12 - 13

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
Excellence in Education	Trustees & Sr. Adm.	<ul style="list-style-type: none"> *Regular Big Idea conversations *Action Plan is discussed in greater detail *Review and determine which conferences support the RRSD Action Plan *Incorporate relevant data into conversations *Continue to review programming to ensure quality of education 	<ul style="list-style-type: none"> *Have started Big Idea conversations *Board Members are asking for more detailed questions re: Action Plan *Conversation re: Conferences has been started *Began review of Youth Health Survey information *Equity is a key factor in considering new programming *Board asked Senior Administration for more info re: 7/8 multi-level before making a decision 	<ul style="list-style-type: none"> *More knowledge about current issues and educational needs of RRSD *More defined idea of RRSD direction *Clearer picture of RRSD progress *A plan for conference attendance is developed *Trustees are able to speak about RRSD initiatives using data *Data is used to inform decisions & direction *Be informed about programming 	2013-2014
Healthy Living	Trustees & Sr. Adm.	<ul style="list-style-type: none"> *Review skills required for open & honest dialogue *Work to maintain & improve relationships with all employee groups *Explore the impact of Mental Health issues on student learning 	<ul style="list-style-type: none"> *Remained open to RRTA ideas in Negotiations *Reviewed non-union salaries *Have begun the conversation *Trustees invited to Divisional P.D. Day on Mental Health *Pro-active response re: upcoming negotiations with unions 	<ul style="list-style-type: none"> *Increased openness in dialogue among trustees *Division & employee groups work together for students *Clear understanding of mental health issues in education and on student learning 	2013-2014
Sustainable Future	Trustees & Sr. Adm.	<ul style="list-style-type: none"> *Integrate the principles of sustainability in decision making *Write RRSD Philosophy Statement on sustainability *Continue to explore the issues of equity & their impact on education 	<ul style="list-style-type: none"> *Bus purchases cost set in budget until 2020 *Theme of retreat is equity *Decisions made re: school supply cost limits per student *Making decisions with equity in mind ie: Hockey Academy 	<ul style="list-style-type: none"> *Sustainability is part of every decision *Philosophy Statement of sustainability is written *Equity issues are addressed & inequities are minimized 	2013-2014
Community Partnerships	Trustees & Sr. Adm.	<ul style="list-style-type: none"> *Hold conversations with communities about education *Promote RRSD Success *Hire and use Thoughtstream *Promote Trustee Elections 	<ul style="list-style-type: none"> *Letters to PAC groups have been sent *Held PAC meetings *Formed the Division/Community Advisory Council *Articles in papers *First two stages of Thoughtstream have been completed for Ward 4 and 5 *Division/Community Advisory Council using Thoughtsteam data 	<ul style="list-style-type: none"> *Trustees will be informed about community issues *Regular articles in papers *Culture of openness & trust is developed in RRSD *Increased interest in being a School Division candidate and increased voter turnout 	2013-2014

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
Priority : <u>Excellence in Education</u> (Literacy) EY students in RRSD will have solid reading foundation skills by the end of Grade 3.	M. Janssen J. Stouffer	Literacy Coach: <ul style="list-style-type: none"> Will continue to work with K-3 teachers re: coaching, mentoring in guided reading & writing. Will mentor new EY teachers in implementing foundational literacy practice (observation surveys, running records & analysis, Daily 5 management system, F&P Benchmark assessment, etc) Will continue to work with Resource and Literacy Support teachers re: Levelled Literacy intervention 	*Grade group meetings Sept 18/19; Oct 21/22 * Grade group meetings Feb 19/20 * Writing assessment instrument created with K-3 teachers *Continued work with Lit coach re: writing assessment * F&P assessments / LLI assessments complete 2014-15 *New teacher PD Sept 10 *Resource Teachers re: LLI training Sept 24	Benchmark Assessments (as indicated on the Assessment Wall) will indicate student achievement (at grade 3 level). Students receiving LLI will be able to achieve reading growth during the intervention and will be able to sustain growth over time.	2014-2015 (On-going) On-going
	Reading Recovery Teachers	Reading Recovery program to be added .25 fte at Rapid City Elementary (for a total of 6 schools offering program in RRSD).	*13 students in 6 schools: 7 new students; 6 carry-overs (1 is now referred for extra supports) *RES -2 discontinued; 2 new students(**on hold) Forrest – 1 discontinued, 1 referred; 2 new students Douglas – 2 referred; 1 current; 1 new student Rapid City – 1 discontinued; 1 current; 1 new student EES – 1 discontinued; 1 referred; 1 current; 1 carryover fr another school TCS – 2 referred; 2 new *RES – Year total: 2 students – both discontinued Forrest – Year total: 6 students – 5 discontinued; 1 referred Douglas – Year total: 5 students – 2 discontinued; 3 referred; 1 carry over Rapid City – Year total: 5 students – 3 discontinued; 2 carry overs EES – Year total: 5 students – 2 discontinued; 2 referred; 1 carry over TCS – Year total: 4 students – 3 discontinued; 1 referred	Students receiving RR intervention will achieve grade level outcomes and will sustain their growth over time.	On-going
MY & SY students will competently read content materials at grade level.	M. Janssen J. Stouffer	Literacy Coach (J Stouffer): <ul style="list-style-type: none"> Will work with Gr 4-6 teachers in building foundational literacy practice (running records & analysis, Daily 5, F&P Benchmark assessment, etc) 	*Grade group meetings Sept 16; classroom visits (first round) mid Oct *Grade group meetings & classroom visits January *Grade group meetings & classroom visits May	Students will continue to achieve grade level reading outcomes in MY.	On-going

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative (What specifically are you trying to improve/achieve?)	Team Leaders (Who will lead the initiative)	Strategies / Activities (What actions will you take?)	Trimester Progress Reports (Evidence of progress to date)	Indicators of Progress (What evidence exists that the goal/initiative is being met?)	Target for Completion (What is the initiative expected to be completed)
	M. Janssen L. Vasconcelos	Literacy Coach (L Vasconcelos) <ul style="list-style-type: none"> Will work with Teacher Leaders in 4 HS re: coaching reading strategies across the content areas Will continue to collect data indicating student growth over time Will provide PD, mentorship with MY and HS teachers 	<p><i>*Sr Lit team mtg: Sept 6; continued work on SRA development</i></p> <p><i>*Reading is Thinking PD (Lit leaders & school team) Sept 25</i></p> <p><i>*Work with MCI team; projects started in ECI, RCI, Elton</i></p> <p><i>*Continued work on SRA development (2nd semester courses)</i></p> <p><i>*Continued work on projects in ECI, RCI, Elton & MCI</i></p> <p><i>*Sr Lit team – on going PD re: content literacy</i></p> <p><i>*Subject specialist meetings (Geo, Science, Math) to revise SRA for 2014-15</i></p>	Standard Reading Assessment (SRA) and Gates-McGinitie indicating students are able to read with proficient comprehension text materials and subject resources	On-going
<p>Priority: <u>Excellence in Education</u> (Assessment)</p> <p>Students' report cards will indicate achievement of outcomes and learning behaviours as prescribed by Manitoba Education</p>	M. Janssen Principals	Continued work in outcomes & backwards design (unit planning) at all MY & HS levels	<i>*Met with HS science teachers (Gr 11/12 bio, physics, chem); essential learnings established</i>	Student grades are determined by outcomes. Assessment of learning behaviours is evidence-based.	2013-14 (on-going)
	M. Janssen Principals	Continued work with students to achieve all curricular outcomes (and credits)	<p><i>*First semester data:</i></p> <p><i>-Elton: 455 attempted; 438 completed; 10 incomplete; 7 failed</i></p> <p><i>-RCI : 332 attempted; 276 completed; 56 incomplete; 0 failed (24 credits recovered)</i></p> <p><i>-MCI: 813 attempted; 781 complete; 29 incomplete; 3 failed (** 6 students dropped out of school during the first semester)</i></p> <p><i>(20 credits recovered; 1 credit failed; 2 students returned 2nd sem; 1 to another school)</i></p> <p><i>-ECI: 394 attempted; 382 complete; 9 incomplete; 3 failed (7 credits recovered)</i></p> <p><i>*Second semester data (as of June 1):</i></p> <p><i>- Elton - 613 attempted: 604 complete; 8 incomplete; 1 failed</i></p> <p><i>Graduates: 34/39</i></p> <p><i>- RCI - 472 attempted: 419 completed; 39 incomplete; 14 failed</i></p> <p><i>Graduates: 21/22</i></p> <p><i>-MCI – 855 attempted: 686 completed; 136 incomplete; 33 failed</i></p> <p><i>Graduates: 39/39</i></p> <p><i>-ECI - 360 attempted: 330 completed; 30 incomplete; 0 failed</i></p> <p><i>Graduates: 20/20</i></p>	All students will succeed – all credits will be achieved and all Gr 12 students will graduate.	On-going

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
	M. Janssen Principals	Mandatory implementation of provincial report card. Continued work on an as-needed basis re: appropriate reporting on provincial report card (rubrics and comments)	<p>*PD for new teachers</p> <p>*PD for principals re: changes / review</p> <p>*On-going dialogue w/ principals where required</p> <p>*On-going dialogue w/ principals where required</p>	<p>RC comments are diagnostic & prescriptive (ie strengths, challenges, next steps)</p> <p>Course outlines, unit plans and assessments are based on essential outcomes & enduring understandings.</p>	2013-14
<p>Priority: <u>Excellence in Education</u> (Inquiry)</p> <p>Students' level of engagement and responsibility for learning will increase when in an inquiry learning classroom.</p>	R. Klassen G. Butler	<p>Third year of program:</p> <p>Teachers from 1st and 2nd year as well as new teachers will meet once a month to learn, discuss, design, analyze & reflect on their practice.</p> <p>Teachers will learn to integrate different technology tools/programs</p>	<p>*Large group has met</p> <p>*Teachers have been divided into small groups of 3 or 4</p> <p>*Teachers have started observing the other members of their small inquiry group</p>	<p>Student learning will reflect an increase in the use of technology.</p> <p>Students will understand and use skills that are required for the 21st Century.</p> <p>Students will be more actively involved in their learning (research, discovery, application of technology).</p>	2013-14
<p>Priority: <u>Excellence in Education</u> (Teacher Supervision and Evaluation)</p> <p>Teachers will set professional growth goals based on 2012-13 evaluations.</p> <p>Principals will effectively supervise and accurately evaluate teachers in order to help teachers achieve their growth goals.</p>	M. Janssen	<p>RREAL Team PD on-going:</p> <ul style="list-style-type: none"> - Effective supervision strategies and conversation “starters” - Mentoring / modeling for principals, as needed <p>Draft rubrics finalized</p> <p>Rubrics developed for specialty area teachers (Resource, Guidance)</p> <p>Policy completed</p>	<p>*PD for principals re: follow-up and professional conversations (RREAL Team); webinar re: conversations with teachers (7 principals in attendance)</p> <p>* Teacher rubrics now complete; have been distributed</p> <p>*Work with individual principals re: effective supervision practices / evaluation</p> <p>*PD for principals re: teacher evaluations / professional conversations</p> <p>*Continued conversations at RREAL Team re: effective evaluations</p> <p>*Teacher evaluations completed for 2013-14</p> <p>*No further action 2nd trimester</p> <p>*No further action 3rd trimester</p> <p>*No further action 2nd trimester</p> <p>*No further action 3rd trimester</p>	<p>Mini-observations consistent and on-going; accurate record-keeping</p> <p>Evaluations reflective of supervision evidence</p> <p>Teachers meeting their learning goals</p>	June 2014

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
Every student is a part of the social and academic life of the classroom and school, feeling good about themselves and experiencing success and growth.	M. Janssen L. Martin	Conduct review of Resource Delivery Model: <ul style="list-style-type: none">Update job descriptions(Clinicians, Guidance counsellors)Update Student Services Policies in DRAFT form and share with Board of Trustees for approval	<i>*Meeting dates have been set (Dec)</i> <i>*DRAFT policies sent on for typing</i> <i>*DRAFTS to policy committee, edits in process</i>	*Student Services teams in all schools working together effectively to develop and implement appropriate programs for all students.	2013-15
		Ensure that staff better understand their roles and responsibilities: <ul style="list-style-type: none">Share updated policies, job descriptions with full Student Support team (school and division staff)			2013-15
		Resource Teachers (RTs) will be more knowledgeable about curriculum and programming <ul style="list-style-type: none">Each RT will develop area of expertise, sharing information with colleaguesEach RT will understand the principles of Universal Design for Learning, use them with Classroom Teachers (CTs) in development of appropriate programming for studentsEach RT will mentor CTs in the use of UDL principles	<i>* PD for all Resource Teachers and Guidance Counsellors – video modelling (social skills development)</i> <i>*Topics chosen by each RT</i> <i>*2 RTs have completed Math Recovery training</i> <i>*3 RTs currently enrolled Environmental Communication training (ECT)</i> <i>*1 RT attending Universal Design for Learning (UDL) in May</i> <i>*RT and CT from each HS to attend <u>Resource Teachers: A Changing Role in the Three-Block Model of Universal Design for Learning</u> – copy sent to each high school</i> <i>*Book study will be planned</i> <i>*Team of 7 attended UDL 2 day session in May</i> <i>Implementation plan being developed/considered</i>	*RTs networking and mentoring colleagues in areas of expertise. RTs incorporating knowledge in appropriate areas of planning. *All students included in day to day life of school including: structured curricular activities, extra-curricular opportunities, unstructured times (recess and noon hour)	2013-15

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
All schools and Division sites will be connected to the Wide Area Network <i>Priority – Healthy Living & Sustainable Future</i>	G. Butler R. Adams L. Dobreen	*Installation of fibre to remaining sites: Douglas, Rapid City, Erickson schools, Onanole.	<i>*Douglas – complete; up & running</i> <i>*Rapid City – expected completion mid-Nov</i> <i>*Erickson & Onanole – digging for laying of fibre</i> <i>*Rapid City – complete, up and running</i>	*Students and staff are able to connect to the internet by high speed connection.	June 2014
Schools will improve the cataloguing and distribution of library materials. <i>Priority – Excellence in Education</i>	G. Butler	*"Destiny" software will be installed in all schools *Librarians will be trained Sept 12/13 *Existing data will be moved to Destiny from Maplewood (data will be centralized)	<i>*Project complete – Destiny up and running in all libraries</i> <i>*Did a rework of the data so that more information was downloaded from Maplewood</i>	<i>*Destiny</i> will be implemented in all schools; librarians will use exclusively *Data will be centralized at Div O	November 2013
Student achievement will be reported electronically using PowerSchool and compatible programs <i>Priority – Excellence in Education, Sustainable Future</i>	G. Butler G. Bilcowski	*Essential outcomes will be recorded for Gr 1-12 in PowerSchool *PD will be on-going for new teachers and teachers who need additional supports for PowerTeacher grade book *Graduation Planner (to track credit achievement) will be added to 2013-14 report cards *Selected K teachers will use CLIC (Capturing Learning in the Classroom) software to track student achievement and report to parents – pilot year – PD will be provided	<i>*New teachers have received PD</i> <i>*Other teachers – individual counsel as needed & requested</i> <i>*Principal PD monthly @ RREAL Team meetings</i> <i>*Grad planner to be added to end of term report card</i> <i>*All K teachers to participate in pilot</i> <i>*PD planned for Dec 6</i> <i>*K teachers meet to discuss CLIC</i>	*Teachers are using Gradebook to record outcomes and student achievement *Teachers are able to use technology effectively and efficiently for tracking student achievement and reporting *Teachers are able to generate accurate report cards *K parents of some schools will be able to access their child's progress reports electronically	June 2014 June 2014 June 2014 June 2014
All students and staff will have unlimited and uninterrupted access to technology for / during instruction <i>Priority – Excellence in Education, Sustainable</i>	G. Butler J. Hrymak	Grade 9 - 1 to 1 in all high schools <ul style="list-style-type: none"> Choose device Develop PD plan and implement for staff RCI & Elton - Sept 2013 ECI – Feb 2014 MCI continued – all Gr 9 students & Gr 10 students	<i>*MCI continuing – Gr 9 students have devices and are using daily</i> <i>*RCI – students evaluating devices for choice – should be in place for Dec 1</i> <i>*Elton – no plan received to date</i> <i>*ECI – next term when WAN up & running</i> <i>*All Elton grade 9 students have a device</i> <i>*All RCI grade 9 students have a device</i>	*Students and staff will integrate technology consistently and to a high degree of proficiency in all subject areas	June 2014

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
	G. Butler R. Adams	Google Docs Implementing for students and staff PD for staff in using Google Docs	<i>*Nov 18 PD for Elton teachers (a.m.); MCI teachers (p.m.)</i>	*Student and staff are using Google Docs on a regular basis in the classroom.	June 2014
Communications throughout the Division will be improved / upgraded <i>Priority – Sustainable Future</i>	G. Butler R. Adams G. Bilcowski	MS-Exchange will replace First Class <ul style="list-style-type: none">• Set-up accounts in Exchange• Move email and calendars to MS-Exchange• Develop PD for staff in using MS-Exchange	<i>*No action taken</i> <i>*IT Department has switched to MS-Exchange</i>	*Staff is using MS-Exchange for email, calendars, and have created workspaces for students to upload assignments.	June 2014
		Unified Communications <ul style="list-style-type: none">• Installation of Unified communications• Installation of Bell and Intercom systems	<i>*Phone installation complete in Minnedosa, Forrest, Rivers, Douglas sites</i> <i>*Rapid City to be completed mid-Nov</i> <i>*Waiting for WAN in other schools / sites</i> <i>*Rapid City Connected in May</i>	*The bell and intercom system at TCS have been installed and are working. *Every teacher has a phone on their desk and they are using the VOIP system for communication.	December 2013

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
All worksites in the Division will comply with WSH regulations <i>Priority- Healthy Living</i>	K. McNabb	*Develop and implement positive and proactive options for development of safe work places including WSH orientation, training and inspections.	*WSH employee orientation implemented for Teacher orientation session. *Safe work procedures inventory updated / added through summer.	*All employees will be oriented to WSH practices. *All employees will use safe work practices *Workplace accidents will not occur.	2013-2015
Support staff will be well oriented to Divisional policies, procedures, practices <i>Priority- Sustainable Future</i>	K. McNabb	*Develop and implement a support staff orientation process / manual. *Investigate the option to combine the orientation process with teachers. *Investigate the option for an online orientation process.	*First draft of Support Staff Orientation program has been drafted. Target implementation is July 2014. *Orientation will be finalized over summer 2014 for implementation in Fall 2014.	*Staff will be informed of Divisional employment, payroll and personnel policies and practices. *Requests to payroll and personnel staff will reduce.	2013-2014
Development of new or renovated Division Office space <i>Priority - Healthy Living- Sustainable Future</i>	Sr. Admin DO Managers	*A variety of options identifying positive and negative impacts will be investigated for new or renovated Division Office space. (<i>Administration Office, Maintenance Shop and Transportation Garage</i>).	*Offer to purchase the Minnedosa Provincial building is proceeding. *Interim plan for space for IT and Student Services departments being developed. *Negotiations with the Town of Minnedosa for a property exchange is ongoing. *Information on disposal process for Manitoba Hydro building in Minnedosa being investigated. *The Minnedosa Provincial Building has been purchased. The IT Department has been relocated to the Boardroom space in the Division Office. *Investigation into process to dispose of Hydro Building in Minnedosa is still in process.	*The Division Office Facilities Review Committee will make a recommendation to the Board on a preferred option for construction / renovation of the Division Office facilities. *Construction / renovation of Division Office facilities will be completed.	2013-2014 2013-2015
Payroll and Financial / Accounts Program Change Plan will be implemented will be operating, users will be proficient and functionality improved <i>Priority- Sustainable Future</i>	K. McNabb L. Good R. Adams	* Finalize selection of new Payroll-Financial-Accounts software program. *Develop a timeline and plan for conversion / training/ implementation. * Implement the new Payroll-Financial-Accounts software program and successfully train staff. *Improve functionality of the new program – develop reports, manuals, assistive information for users.	*SRB has been selected and approved by the Board with an implementation date of spring 2014. *Initial file extracts, questionnaires and server set-up is complete. *Training commences March 11, 2014. *Finance - GL - Accounts Payable program to be implemented by May 10, 2014. *Payroll program to be implemented with May 2014 payroll run. *HR program to be implemented in June – August 2014. *Payroll and Finance modules successfully implemented in May 2014	*New Payroll-Financial-Accounts software program is selected and approved by the Board. *The timeline and plan for conversion / training/ implementation is achieved. *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. *Fiscal accountability of the Division is improved.	2013-2014 2013-2015 2014-2016
Support Staff Benefits will be reviewed and changes proposed to the Board. <i>Priority- Sustainable Future</i>	K. McNabb	* Impacts of changes to the Extended Health benefit plan will be reviewed; alternative options developed; proposal presented to the Board.	*Plan termination date changed to September 2014. Recommendation of the plan to be presented to the Board in January 2014. *A support staff survey will be completed in April 2014 (after Support Staff Liaison Meeting is held), and a report will be provided to the Board regarding the survey results. *Survey of current plan members in process re: selection of plan to provide (deadline for survey submission June 6, 2014). Enrollment of current employees will be surveyed by first day of school of Fall term to allow for implementation of plan in September 2014.	*Alternate options to replace the Extended Health Benefit Plan that is terminating for Support Staff in January 2014 will be developed. * Recommendation on alternatives will be presented to the Board.	2013-2014

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
Division communication will be efficient with minimal duplication <i>Priority- Sustainable Future - Communication</i>	K. McNabb 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.	*Progress will be tied to implementation of new email software in the fall of 2014. *Centralized forms inventory will be tied in with / coordinated with implementation of School Bundle and SharePoint (target 2014-2015).	*Administrative and Human Resource forms will be centralized, user friendly, organized and used as per policy/regulation.	2013-2015
		*All Administrative forms will be reviewed and organized in a coordinated system that interfaces with a new email / document management system.		*Following implementation of a new email program, administrative and human resource forms will be centrally located, user friendly and used as per policy/regulation.	2013-2015
Comprehensive inventory management system will be operating <i>Priority- Sustainable Future</i>	K. McNabb G. Butler L. Good	*Implement a comprehensive Inventory Policy and Procedure/Regulation *Implement Inventory Management System Software in concert with new Financial-Accounting program. *Develop procedure for inventory management	*Purchase of fixed assets bar code inventory system in spring 2014 – target conversion from existing program during the summer and fall 2014.	*Inventory system will effectively track goods acquisition, consumption and disposal. *School staff will be following policy/regulations.	2013-2015
Sustainable Development will be included in Business and Administration <i>Priority -Sustainable Future</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.	2013-2016
	K. McNabb L. Good	*Review Division Office Operations related to sustainable development practices *Develop and implement practices that support sustainable development		*Division Office operations will have incorporated sustainable development practices. *Employees will exhibit sustainable development practices in the workplace.	2013-2016
School staff will accurately complete GST claim process <i>Priority - Sustainable Future</i>	K. McNabb L. Good	*Develop an accountable school GST claim process and guidelines for funds based on data from the audit of the MCI pilot. *Secretaries will be trained and guidelines added to the School Funds Manual. *Expand the GST claim process to other school.		*Audit of GST claims is accurate. *GST Guidelines will be developed for schools. *Schools will process GST claims accurately. *Reduced expenditures from school funds.	2013-2016
The Division will be well prepared for declining enrollment <i>Priority - Excellence in Education</i>	Sr. Admin.	*Complete an analysis of the potential impacts of provincial funding changes on operations (e.g. staffing, transportation, maintenance) and on small school versus consolidation of school spaces to support analysis of options		*Present findings to the Board. *The Board is aware of the financial impacts of declining enrollment and potential impacts of provincial funding changes.	2013-2016
A plan for succession of all Division management positions <i>Priority - Excellence in Education - Sustainable Future</i>	Sr. Admin	*Timelines for vacancies / turnover will be projected. *Strategies for Division succession planning will be developed. *Development of a Divisional Leadership program will be investigated.		*Timelines for position vacancies are identified. *The Board approves a strategic approach to succession planning. *Divisional Leadership Program operates.	2013-2016

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
Monitor and evaluate pupil transportation system <i>Priority –Excellence in Education</i>	D. Tesarowski	*Schedule regular travel throughout the Division to monitor activity and meet with Bus Drivers, Principals and parents as needed.	*Ongoing. *Spot checks ongoing. One noted improvement that could be made at the school level is to be ready to board when the bus is booked. The Transportation Supervisor will work with principals to improve student readiness for boarding busses in order to reduce wasted time, and to maximize time for the event. *This will continue although progress has been made.	*Annual plan / schedule of travel is established and maintained. *Understanding of the challenges facing the Transportation workers/schools is improved. *Improved monitor of the buses and transportation activity in the Division.	2015-2016
Wage Review <i>Priority- Sustainable Future</i>	K. McNabb D. Tesarowski	*Assist the Secretary Treasurer to survey and analyze the data provided by other School Division on Bus Drivers pay formulas and apply them to our route distances. *Assist the Secretary Treasurer to survey and analyze the data provided by other School Division on Mechanic pay rates and include all considerations (e.g. Inspector Status Qualification).	*Data has been collected and has been put on a spreadsheet for comparison / recommendations / increases. Will review information with Secretary Treasurer in conjunction with the annual salary review. *Data has been collected. Will review information with Secretary Treasurer in conjunction with the annual salary review. *Presented for budget consideration. *Board approved salary adjustments.	*Wage comparison completed *Report to the Personnel Committee and Board on recommended changes / adjustments. *Wage comparison completed *Report to the Personnel Committee and Board on recommended changes / adjustments.	2013-2014
Successfully plan for staff replacements <i>Priority- Sustainable Future</i>	D. Tesarowski M. Bukarz	*Research and obtain an apprentice mechanic or replacement worker to assist the mechanics in their day to day activities.	*No progress. *Beginning the process to replace a retiring part time mechanic. *A summer student has been hired as a temporary short term worker.	* Appropriate replacement workers for employees who retire or resign are available and hired.	2013-2014
		*Review recruitment strategies, training methods, working conditions, and job responsibilities to ensure continued interest in the School Bus Drivers job.	*New driver trained / hired in Oak River. Advertisements sent out through letters to Parents and School Newsletters to attract interest (none so far). *Currently reviewing routes for the next school year. Spare drivers still needed in Douglas/Forrest/Erickson/Sandy Lake areas. More advertisements to go out soon. *Limited interest	*Successfully recruit, train and hire replacement bus drivers for route vacancies, driver absences, and extra-curricular trips.	2013-2015
Assess the viability of in town bussing <i>Priority- Excellence in Education – Sustainable Future – Healthy Living</i>	D. Tesarowski M. Bukarz	*Research and identify if there is a need for such a service, the implications on our overall operation, the staffing required, the additions to the fleet and any additional associated costs to provide the service.	*Providing bussing to Level 2 / Level 3 funded in town students for 2013-14. Not all eligible are choosing to use the service. *Parent expectation for town bussing is low. Town student numbers are on the rise. It's hard to predict actual riders currently and in years to come. Extra routing would be required to accommodate the numbers in Minnedosa. Other schools could likely be done with existing buses but in the future this could change.	*A comprehensive report is completed for the Senior Administration team to present to our Board for their consideration.	2013-2015

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
Bus Radio Communication <i>Priority –Excellence in Education</i>	D. Tesarowski G. Butler	*Incorporating internet / WAN based communication on the school bus fleet.	<p>*Currently testing existing equipment to ensure it is working correctly.</p> <p>*Substantial infrastructure costs and equipment investment is required. More review is required to evaluate if the investment is worthwhile in comparison to the existing system.</p> <p>*Value spent vs improvement gained is in question. Several options have been explored. The best option is for the upgrade of radios to continue /ensure installations and equipment is working to their capabilities. We have dead spots in our radio communication that will always be a challenge but has been manageable. Currently waiting for a report on a new 90 metre tower being constructed near Basswood that could be rented and give better coverage by using a repeater radio system. This project is ongoing. In bus WiFi is not necessary as many students have access through their cell phones.</p>	<p>*Division wide radio communication improved.</p> <p>*Students on buses have opportunity to access Wi-Fi.</p> <p>VOIP explored, repeater equipment for our tower was explored. Wi Fi use for students from within the bus has to be researched.</p>	2014-2015
Assist and support schools to introduce students to / provide work experience for the Mechanic Trade and Life Skills <i>Priority –Excellence in Education</i>	D. Tesarowski M. Bukarz C. Woodcock	*Provide opportunities for RRSD students to engage in work /life experience with the mechanic trade.	<p>*This program is proceeding well. Currently have two students attending one day of the six day cycle from Elton Collegiate. Minnedosa Collegiate will send a student in November to job shadow the mechanics for work experience. Elton Collegiate has requested to send a third student in February.</p> <p>*One Elton student has quit school and is no longer in our program. The second student is doing well. An MCI Co-op Ed student will attend March 10-11. MCI inquiring about placing another student shortly.</p> <p>*The Co-op Ed student was excellent. A new student from MCI is coming each afternoon and has been working alongside the mechanics.</p>	<p>*Participating students meet attainable goals for their skill level</p> <p>*Student skill and confidence is obtained</p>	2015-2016

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
Improve aesthetics & safety of building exteriors <i>Priority – Sustainable Future</i>	L. Dobreen Mtce Staff Contractors	*TCS Replace side walk between MCI & TCS with paving stone		*Safe & level sidewalk	2013-2014
		*Rivers Elem Window replacement & side walk replacement	*Completed in July/August	*Energy efficient windows result in temperature maintained in classrooms– staff and students are more comfortable. *Safe & level sidewalk	2013-2014
Improve aesthetics & safety of building interiors <i>Priority – Healthy Living, Sustainable Future & Excellence in Education</i>	L. Dobreen Mtce Staff Contractors	*TCS - New PA System	*Waiting for information from MTS *PA System completed December 2013	*Effective and reliable communication between classrooms and the school office.	2013-2014
		*Erickson Coll. – Acoustics Tectem Panel for gym walls	*Completed in July/August	* Sound in the gym will be improved. *The gym will be brighter & provide a better environment for education	2013-2014
		*TCS - Dust Collector System	*Will be completed by October 31 *Dust Collector system completed and in use by end of October 2013	*Efficient and effective dust control in Industrial Arts Room. *Air Quality is improved.	2013-2014
		*TCS - Bathroom Partition	*Measured and ready to order *Material ordered for boy's bathroom upstairs *Job completed	* Appearance improved.	2013-2014
		*Rapid City - Suspended ceiling in 2 classrooms	*Material list completed and ready to order	*Appearance and sound in classrooms is improved.	2013-2014
		*Rivers Coll.-Office renovations	*New desk has been built, new flooring to be installed in August/2014	*Efficiency and appearance of main office is improved	2014-2015
		*Oak River Elem. - Day Care	*Completed in July	*All necessary requirements for a Day Care are met	2013-2014
	L. Dobreen Jerkins Carpets	*Flooring in schools (TCS- 2 room, ECI-2 rooms, Oak River Elem.- Staff Room)	*Completed in July	* Safety & appearance in classroom is improved	2013-2014
	L. Dobreen Painter	*Painting in schools – Summer Plan ECI gym & MCI	*Completed in July	*Appearance improved	2013-2014
	L. Dobreen Contractor	*Various schools – DDC control systems	*Working with Integrated Controls to upgrade Tanner's Crossing	* Heating control & air quality is improved	2013-2014

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2013-2014 TO 2015-2016

Goal / Initiative <i>(What specifically are you trying to improve/achieve?)</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>(What is the initiative expected to be completed)</i>
5 Year Capital Plan for Schools <i>Priority – Sustainable Future</i>	Sr. Adm. L. Dobreen	*Senior Administration and Maintenance Supervisor in consultation with School Principals discuss and evaluate the needs of our schools		*5 year Capital Plan completed & submitted *On-going discussions with Principals, Senior Administration to improve our aging buildings	2013-2014
		*Water sewer replacement for RCI		*The water supply and sewer drainage improved.	2015-2016
		*New gym floor for RCI	*Hire a consultant to do plan & specs *Floor ordered & will be installed in July / August 2014	*Safe floor for students and staff.	2014-2015
		*Day Care at RCI		*Day Care is established in partnership with Rivers Community	2014-2015
5 Year Capital Plan for PSFB <i>Priority – Healthy Living, Sustainable Future</i>	Sr. Adm. L. Dobreen	*Senior Administration and Maintenance Supervisor discuss and evaluate the needs of our school structural, roofing, access mechanical & other renovations.	*Minnedosa Collegiate Science lab almost completed *Science lab completed January 2014	*5 year Capital Plan completed & submitted	2013-2014
Custodians & Mtce staff will become more knowledgeable in safety procedures <i>Priority – Healthy Living, Sustainable Future</i>	L. Dobreen	*Workplace Safety & Health training for staff	*First Aid course completed in April for all Maintenance staff	*All staff receive annual training	2013-2016