



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

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

2018 – 2019

Vision

Citizens who enrich our world.

Mission

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

Beliefs

We believe:

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

Division Educational Priorities

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

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2018 – 2019

Trimester Report

ROLLING RIVER SCHOOL DIVISION BOARD OF TRUSTEES

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Print Colour: **First Progress Report** **Second Progress Report** **Final Progress Report**

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Goal / Initiative <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	Team Leaders <i>(Who will lead the initiative)</i>	Strategies / Activities <i>(What actions will you take?)</i>	Trimester Progress Reports <i>(Evidence of progress to date)</i>	Indicators of Progress <i>(What evidence exists that the goal/initiative is being met?)</i>	Target for Completion <i>(When is the initiative expected to be completed)</i>
Governance Goal #1: Ensure effective governance through effective and positive Board and Superintendent relations.	Superintendent RRSD School Board RRSD Board Chairperson	<ul style="list-style-type: none"> Develop a regular meeting time and/or communication channel with the Board Chairperson for reviewing Board of Education meeting agendas; review associated protocols and policies (which may include the Secretary Treasurer) Prepare and deliver meeting presentations and/or arrange for delegations to keep Board members informed of initiatives related to RRSD strategic priorities. Provide an opportunity for the school board to be informed and review the status/goal attainment in the RRSD 5-year Strategic Plan. 	<p>*Completed – The Board Chairperson met with the Superintendent on November 5 and have arranged to talk by telephone at 10:00 am on the Monday of the week of a Board meeting to review the Board meeting agenda.</p> <p>*October 31, 2018 Governance video related to Strategic Planning shared with the Board.</p> <p>*Completed - November 5 and 6, 2018, RRSD Board Strategic Planning with Senior Administration and Principals.</p> <p>*Completed - October 31 Continuous Improvement report submitted to Manitoba Education.</p> <p>*Facilitate Trustee appointment process with Board Chairperson and Vice Chairperson.</p> <p>*Bi-annual school tour schedule developed with one of the 4 tours completed January 10, 2019.</p> <p>*PD survey developed for Board completion on survey monkey to identify PD priorities and inform planning for 2019 -2020.</p> <p>*Register for noon hour MSBA Webinars: 1. Governance Pitfalls and Politics</p>	<p>*A routine schedule is developed by the Superintendent and Board chair to meet to review Board meetings agendas.</p> <p>*Ongoing appropriate channels of communication between the Board and Superintendent are maintained and evidenced in School Board agendas, minutes, memos.</p> <p>*Build upon the Board and Superintendent as a cohesive leadership team, with an agenda focused on increasing the level of student performance within RRSD in a fiscally responsible manner.</p> <p>*RRSD Board Strategic Planning agenda.</p> <p>*Continuous improvement report submitted to Manitoba Education</p> <p>*Process completed with appointment of new Trustee</p> <p>*Schedule provided to Trustees</p> <p>*Survey results shared with the Board and PD planning commences</p>	<p>Schedule developed Fall 2018 Pre-meetings ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>November 2018 October 2018</p> <p>Completed Nov. 27, 2019</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed on May 1, 2019</p>

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			2. Repairing the Board-Superintendent Relationship		Completed on
Governance Goal #2: Continued commitment to engage and work with schools, parents, families, and communities in an effort to support and increase student achievement.	Superintendent RRSD School Board	<ul style="list-style-type: none"> Maintain a visible presence in schools and classrooms, and at extracurricular events. Maintain regular meeting schedules with, principals, directors and managers; continue to emphasize the importance of open lines of communication with the Superintendent's Office. Use the media to report significant school division events. Continue to use the website and social media outlets as means of ongoing communication and community outreach. Maintain or establish communications with associated individuals and key organizations such as MET, BU, RM's, Law Enforcement, YMCA and RHA's to work together for the benefit of students and families. Attend pertinent meetings/invitations conducted by key organizations. Continue to review and update data and documents, including: <ul style="list-style-type: none"> Board policies Administrative Manuals Safety and Emergency Plan Manuals Strategic Plan 	<p>*A log is maintained to record presence in schools and events.</p> <ul style="list-style-type: none"> September 2018: 11 visits October 2018: 11 visits <p>*Meeting schedules for the 2018-19 school year provided to principals, directors, and managers.</p> <p>*On going news clips/ responses to media.</p> <p>*Strategic Plan and Continuous Improvement Plan posted on the RRSD website.</p> <p>*Before and After School program established at Forrest Elementary with the YMCA.</p> <p>*Teen Clinic established at Erickson Collegiate.</p> <p>*On going -Collaborative work with Law Enforcement, BU, RHA's, MET, SW Superintendents Group, Study Manitoba, MASS, MSBA.</p> <p>*Teacher Evaluation and Administration Policy completed and adopted by the Board.</p> <p>Distribution and Implementation of RRSD Emergency Manual.</p> <p>*A log is maintained and presented to the Board monthly in the Superintendent's Report that records presence in schools, events and PD.:</p> <p>*Meetings with local law enforcement regarding the RRSD Emergency Response plan arranged.</p>	<p>*Ensure ongoing, clear, and consistent communication between Superintendent and each stakeholder group.</p> <p>*Continue to promote understanding and ownership of RRSD mission, vision, and core beliefs; A strategic plan dedicated to providing the best possible education for every student in a safe and caring environment.</p> <p>*School survey data</p> <p>*Press releases/news clips.</p> <p>*Meeting dates and invitations.</p> <p>*Policy Review Calendar</p> <p>*RRSD Strategic Plan</p> <p>Meetings completed Dec.6, Dec 11, Dec 12, Feb 4</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p>

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			<p>*A log is maintained and presented to the Board monthly in the Superintendent's Report that records presence in schools, events and PD:</p> <ul style="list-style-type: none"> March 2019: 7 related actions April 2019: 7 related actions May 2019: 14 related actions <p>*Understanding, Preventing, and Responding to Bullying Webinar posted on RRSD website and shared with schools as a resource.</p>	<p>*Reports provided in Committee of the Whole meeting.</p> <p>* Posted on website and principals notified of resource.</p>	<p>Ongoing</p> <p>Complete</p>
Governance Goal #3: Implement an orientation program for newly appointed trustees for 2018-19.		<ul style="list-style-type: none"> Utilize the current RRSD Orientation Program Manual for Trustees. Assign a mentor to newly appointed Trustees. Assist the Board in maintaining a clear understanding of roles, responsibilities by referring to the tools in the RRSD Governance folder and MSBA resources. Actively encourage board development by communicating PD opportunities. 	<p>*Orientation manual for trustees updated. Orientation Session #1 of 3 completed on October 29, 2018.</p> <p>*November 14 Board Meeting - PD opportunities identified and provided to the Board for their discussion to inform their PD plan.</p> <p>*MSBA PD opportunities shared with Trustees in the Board package/folder as the opportunities come up.</p> <p>*Updated Trustee Orientation Manual presented to members at orientation sessions scheduled on November 12, January 9, 19, 23.</p> <p>*PD Opportunities scheduled for all Trustees to include:</p> <ul style="list-style-type: none"> Local Voices Local Choices Communication Strategy with Janis Arnold Cultural Proficiency PD with Roddy McKay Community Engagement tentatively scheduled for (full day) with Janis Arnold. 	<p>*Board development materials and packets. *Committee of the Whole Agendas.</p> <p>*Board meeting agenda</p> <p>*Orientation meeting dates arranged with Trustees and contents reviewed with Trustees.</p> <p>*April 10, 2019</p> <p>*May 15, 2019</p> <p>*September 11, 2019</p>	<p>Fall 2018 and ongoing</p> <p>Complete</p>

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			*View MSBA webinars to provide for routine Board PD opportunities.	*PD/Learning opportunities provided to the Board.	Ongoing
Education Leadership 2018-2019: The goal for 2018-19 is to provide continued focus to meet the goals established in the 2016-2021 RRSD Strategic Plan in the following 4 priority areas: <ol style="list-style-type: none"> Mental health and Well Being Cultural Proficiency Literacy Numeracy 	M. Ploshynsky	<ul style="list-style-type: none"> Review and analyze data that will facilitate subsequent planning for continuing improvement of student achievement at the school and school division level in the 4 priority areas. 	*At the commencement of the school year, data will be provided to each school principal to inform their 2017-18 successes and provide baseline going forward to inform school planning.	*Prepare and submit to the board a report on student achievement for the previous school year. *Submit the RRSD Annual Report on Continuous Improvement to Manitoba Education and Training.	October 30, 2017
Priority #1: Mental Health and Well Being The goal is to adopt and maintain the RTI/PBIS framework to identify strategies related to mental health and emotional well being, school safety, security, and climate.	M. Ploshynsky Grant Butler Lisa Martin	<ul style="list-style-type: none"> Schools will continue to adopt and expand the PAX program and PAX to the MAX to ensure the development of a safe and orderly environment that supports self-regulation, cooperation, collaboration and student engagement in all schools. Engage in further research and work with staff to expand on consistent implementation of PAX and positive behavioral interventions within a Positive Behavior Intervention Systems model (PBIS-3 tier model) Implement the RRSD School Emergency Response Manual on each school campus. Schools will adopt the Emergency Response Manuals to ensure that safety drills are conducted with fidelity in each school and 	*In partnership with Healthy Child Manitoba provide PAX professional development to new school staff in 2018-19 school year. *October 9 and 10 new school staff completed PAX training. *Provide PAX Café's through the year to support program implementation. *PAX Café #1 for school mentors completed on October 16, 2018. *Completed - Principals provided with an Emergency Plan/Preparedness checklist.	*Schedule of PAX training and supports provided to principals and school staff. *PAX PD provided to all new staff. *SDQ data will indicate the impacts of the PAX program on social emotional well being. *School data on student engagement (spleem counts). *Positive Problem-Solving Process/Framework used with all stakeholders to solve issues. *Provide school principals with an Emergency plan/preparedness checklist(report) to be completed and submitted to the Superintendent by September 30.	September 2018 October/November 2018 June 2019 September 2018 and ongoing September 2018

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		that all staff and students are prepared to respond appropriately in emergency situations.	<p>*Completed – Principals have been provided with a monthly schedule of drills to be conducted through the school year.</p> <p>*PAX Dream Makers training for Students and Teachers arranged at Camp Wannakumbac for May 6 and 7.</p> <p>Pax Heroes training arranged for mentors in RRSD on March 14</p> <p>*HCMO and PAX International site visits of RRSD schools on March 12, 2019.</p> <p>*Data sources/surveys to gather information on student well being and well becoming completed the month of May to inform plans for next school year. (SDQ survey, Youth Health Survey, TTFM survey).</p>	<p>*Provide schools a schedule of drills to be conducted through the school year and submitted to superintendents office at year end.</p> <p>*Surveys completed online</p>	<p>June 2018</p> <p>Completed end of May 2019</p>
<p>Priority #2: Cultural Proficiency</p> <p>By June 2021, all schools will report progress toward cultural proficiency in the five elements of a culturally responsive curriculum.</p>	M. Ploshynsky	<ul style="list-style-type: none"> FNMI content, perspectives and ways of knowing integrated into curriculum. PD opportunities provided for teachers. Lesson Plans created by RRSD teachers that incorporate aboriginal content are posted on the RRSD school web site for teachers. Education plans are to be used across the curriculum and at a variety of educational levels to “Educate for Reconciliation” in RRSD. 	<p>*September 5, 2018 all RRSD participated in PD with Niigaan Sinclair.</p> <p>*Education plans provided to teachers by Niigaan Sinclair to be used across the curriculum and at a variety of educational levels to “Educate for Reconciliation” in RRSD.</p> <p>*School Visits in January and February indicate integration of indigenous perspectives into curriculum by all schools.</p> <p>*Year end conversations with principals, and observations indicate integration of indigenous perspectives into curriculum.</p>	<p>*Tell Them From Me survey data indicates a welcoming school environment.</p> <p>*Tell Them From Me student responses indicate students are being taught aboriginal content and ways of knowing.</p> <p>*Responses on the Cultural Proficiency Rubric progress from the left to the right column which indicates growth in providing a culturally proficient curriculum from the previous year.</p>	<p>June 2019</p> <p>June 2019</p> <p>June 2019</p> <p>Ongoing</p> <p>Ongoing</p>

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Priority #3: Literacy Goal: Student Performance By June 2019, 80% of all RRSD students will achieve a minimum of 3 (Good understanding and application of concepts and skills) on the provincial report card scale in all core content areas.	M. Ploshynsky	<ul style="list-style-type: none"> RRSD students will be able to read for meaning, across the curriculum content areas with an emphasis on: <ul style="list-style-type: none"> Understanding and interpreting key ideas and messages. Responding critically to a variety of texts/information sources. Choosing language to identify a point of view. Using conventions and resources to proofread and make meaning clear. Assessment tasks are aligned with the curriculum. Timely and tiered interventions, supported by a team approach, respond to individual student learning needs. Collect and analyse the following 2017 -18 data: <ul style="list-style-type: none"> Report card data in ELA, Science and Social Studies. Provincial standards tests reports/results. Complete and communicate a 2017-18 year end review of student achievement that confirms student progress in relation to Strategic Plan goals. Document the achievement in the Manitoba Education Continuous Improvement Report and share with stakeholders. Determine next steps to sustain success and make adjustments and revisions in the plan where needed to support teachers and students. 	<p>*PD calendar developed to support teachers in the Strategic plan priority area - literacy.</p> <p>*November 9, 2018 School Teams participation in PD with Simon Breakspear on PLC's .</p> <p>*September 13 and 14, 2018 School teams attended 2-day RTI workshop in Brandon. Process is at beginning stages in school.</p> <p>*Data analysed and patterns/trends reported in the K to 12 Framework for Continuous Improvement.</p> <p>*Completed – progress communicated November 5 and 6, 2018 with Trustees, Principals, Directors, Managers and Clinicians. Document posted on the RRSD website.</p> <p>*Participant feedback gathered on the information provided (What pleases you? What worries you? Suggestions for next steps).</p> <p>*Strengthening classroom pedagogy: February 27, 2019 School Teams participate in Agile Schools Learning Sprints PD.</p>	<p>*Manitoba Report Card Data and Provincial Literacy Assessments indicate progress in student achievement.</p> <p>*Development of a division wide professional development calendar to support teachers in the priorities and where gaps exist.</p> <p>*Professional Learning Community (PLC) plans.</p> <p>*Observational data</p> <p>*Walkthrough tool</p> <p>*Teacher analysis of student achievement data.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>September-October</p> <p>Ongoing</p> <p>Ongoing</p>

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		<ul style="list-style-type: none"> Provide professional learning experiences where gaps exist. Routine review and monitoring of data provided by the classroom teacher in Gradebook will concentrate everyone's attention on supporting student achievement and foster professional collaboration and collective accountability for those students requiring targeted supports using PLC's and Learning Sprints. 	<p>*School teams at the explore and experiment stage in learning sprint implementation to assist students they are concerned about with research-based strategies made available to the whole class.</p> <p>*Teacher and Administration participation in provincial ELA cohort for new curriculum implementation on the following dates:</p> <ul style="list-style-type: none"> March 1 PD session May 10 PD session <p>*Participation in provincial ELA cohort for new curriculum implementation.</p> <p>*Strengthening classroom pedagogy: May 8, 2019 School Teams participate in Agile Schools Learning Sprints PD.</p> <p>*Applying the Leaning Sprints routine towards better learning, school teams are looking at the evidence and debating possible answers and drawing conclusions to inform classroom instruction based on evidence.</p>	<p>*An increase in student success</p> <p>*Completed March 1 PD session</p> <p>*An increase in student success</p> <p>*Increase in student engagement and success</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Priority #4: Numeracy</p> <p>Goal: Student Performance</p> <p>By June 2019, 80% of all RRSD students will achieve a minimum of 3 (Good understanding and application of concepts and skills) on the provincial report card scale in Mathematics strands</p>	M. Ploshynsky	<ul style="list-style-type: none"> Assessment tasks are aligned with the curriculum. Timely and tiered interventions, supported by a team approach, respond to individual student learning needs. Collect and analyse the following 2017 -18 data: <ul style="list-style-type: none"> report card data in ELA, Science and Social Studies. 	<p>*September 13 and 14, 2018 School teams attended 2-day RTI workshop in Brandon. Process is at beginning stages in school.</p> <p>*Completed – progress communicated November 5 and 6, 2018 with Trustees, Principals, Directors, Managers and Clinicians. Document posted on the RRSD website.</p>	<p>*Manitoba Report Card Data, mRLC data and Provincial Numeracy Assessments indicate progress in student achievement.</p> <p>*Development of a division wide professional development calendar to support teachers in the priorities and where gaps exist.</p> <p>*Professional Learning Community (PLC) plans.</p>	Ongoing

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(Number Sense, Patterns and Relations, Shape and Space, and Statistics and Probability) in all grades.		<ul style="list-style-type: none"> Provincial standards tests reports/results. Complete and communicate a 2017-18 year-end review of student achievement that confirms student progress in relation to Strategic Plan Numeracy goals. Document the achievement in the Manitoba Education Continuous Improvement Report and share with stakeholders. Determine next steps to sustain success and make adjustments and revisions in the plan where needed to support teachers and students. Provide professional learning experiences where gaps exist. Routine review and monitoring of data provided by the classroom teacher in Gradebook will concentrate everyone's attention on supporting student achievement and foster professional collaboration and collective accountability for those students requiring targeted supports using PLC's and Learning Sprints. 	<p>*Participant feedback gathered on the information provided (What pleases you? What worries you? Suggestions for next steps).</p> <p>*Continuation of mRLC math project in grades 6 and 9 and expansion to grade 7 this school year.</p> <p>*November 9, 2018 School Teams participation in PD with Simon Breakspear on PLC's .</p> <p>*School teams at the explore and experiment stage in learning sprint implementation to assist students they are concerned about with research-based strategies made available to the whole class.</p> <p>*Learning Sprints completed by schools shared at principals meeting.</p> <p>February 26 school team participation in learning Sprint PD</p> <p>Continuation of mRLC numeracy project in grades 6,7,8,9.</p> <p>*Strengthening classroom pedagogy: May 8, 2019 School Teams participate in Agile Schools Learning Sprints PD.</p> <p>*Applying the Leaning Sprints routine towards better learning, school teams are looking at the evidence and debating possible answers and drawing conclusions to inform classroom instruction based on evidence.</p>	<p>*Observational data</p> <p>*Walk Through tool</p> <p>*Teacher analysis of student achievement data.</p> <p>*Exemplars provided.</p> <p>*Complete</p> <p>*Numeracy pedagogy applied in classrooms</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Ongoing</p>

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Transition Planning Protocols – Grade to Grade and School to School: By May 2019, school teams will implement divisional protocols for grade-to-grade and school-to-school transitions for all students.	Lisa Martin	<ul style="list-style-type: none"> Compile feedback from pilot schools - Elton Collegiate, Douglas Elementary, Rapid City School and Forrest Elementary Use feedback to edit RRSD Protocols Present Protocols to Superintendent for approval Review protocols with Student Services staff and Administrators 	<p>*Ongoing</p> <p>*Feedback compiled from pilot schools</p> <p>*Feedback compiled from school administrators, resource teachers and guidance counselors</p> <p>* Form and Guidelines complete – released to schools for division-wide implementation May/June 2019</p>	<p>*Feedback meeting held and recorded as per Committee set</p> <p>*Rolling River protocol drafted for pilot in June 2018</p> <p>*Feedback generated</p> <p>*Final draft complete</p> <p>*Superintendent approved</p> <p>*distributed to all schools</p> <p>*Division-wide implementation – spring, 2019</p>	May 2019
Attendance Policy: By September 2019, all division schools will begin implementation of the RRSD Attendance Policy to improve student attendance and improve learning outcomes.	Lisa Martin	<ul style="list-style-type: none"> Research attendance policies and approaches in a variety of jurisdictions Compile data from schools regarding current practices used to improve attendance Create DRAFT attendance policy and Procedures Manual for input from school administrators and senior administration Finalize draft for presentation to the Board of Trustees 	<p>*Research complete – jurisdictions considered: Australia – Victoria State; US – Connecticut State, www.attendanceworks.org, Alameda County District Attorney’s Office; Ontario – Superior North Catholic District School Board; Manitoba – Man Ed., Pembina Trails SD, Red River Valley SD, Portage la Prairie SD, St. James Assiniboia SD, Louis Riel SD; UK – Hampshire Services – Hampshire County Services to Schools</p> <p>Draft policy written</p> <p>*Reviewing draft</p> <p>* Input generated from principals, Guidance team</p> <p>* Guidelines in draft</p>	<p>*Research of other jurisdictions completed</p> <p>*Completion of surveys by all schools indicating current practices</p> <p>*Draft document complete and shared for input</p> <p>*Policy approved by Board of Trustees</p> <p>*Procedure manual approved by Superintendent</p>	September 2019
Mental Health and Wellness: By June 2019, an increased number of staff (division and school-based) will demonstrate increased awareness of Mental Health and well-being.	Lisa Martin Kathy McNabb	<ul style="list-style-type: none"> Mental Health First Aid – Nov. 14 and 15 ASIST Refresher – TBD Workplace Health and Safety workshop – May 2019 	<p>*MHFA – Postponed to March due to facilitator availability</p> <p>*Complete March 12 and 13, 2019</p> <p>*ASIST Refresher completed May 28, 2019</p>	*Sessions complete	June 2019
Early Years: By June 2019, Division will provide programming to preschool parents in both the north part and south part of the school division.	Lisa Martin Tracy Bates-Wark	<ul style="list-style-type: none"> Programs will be selected, advertised and registration taken Evaluations will be collected and analyzed to determine future steps and topics related to RRSD priorities. 	<p>*Read and Rhyme with Tracy – 5 sessions beginning Nov. 7, ending Dec. 5 at Douglas School 9:00 am to 11:00 am</p> <p>*Douglas sessions complete. Positive evaluations. Planning next round.</p> <p>*Erickson community program (Come Play with Me) – 4 sessions outdoors beginning May 30, ending June 20</p>	<p>*Programs complete</p> <p>*Evaluations collected and analyzed</p> <p>*Plans developed for following school year</p>	June 2019

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Divisional and School Web page update	G.Butler R. Adams	<ul style="list-style-type: none"> • August 1, 2018 new web page up and running • August 2018 training of school staff Sept - Dec updating and moving files to new site. 	<p>*Web page is up and running</p> <p>*Training has been completed</p> <p>*Working on the final phase, teacher web pages</p>	<p>*Public visit web page</p> <p>*Schools will be able to update spot light area</p> <p>*Teacher will be able to create websites</p>	June 2019
Career Development Program	G.Butler M. Ploshynsky Matt Rapsky	<ul style="list-style-type: none"> • Review career education program • Grade 9 to 12 courses • Develop grade 5 to 8 Program • Parent meetings (MyBlue Print) 	<p>*myBlueprint training has been complete.</p> <p>*Grade 9 to 12 students have been accessing myBlueprint</p> <p>*Met with high school principals to finalize preparations for Career Development Program for the 2019-2020 school year.</p> <p>*Parent evenings have been competed at the 4 high schools.</p> <p>*Parent transition information night was held for Grade 8 parents at MCI and RCI to look at myBluePrint and apprenticeship program</p> <p>All grade 8 to 12 students are signed up in myBluprint.</p> <p>*We exceeded the goal with 96% of students in grades 9-12 completing work experience. The goal in the fall of 2018 was that 50-70% of students would complete the work experience this school year.</p>	<p>*Division strategies developed for Grade 9 to 12 to deliver curriculum.</p> <p>*Grade 9 to 12 career exploration program developed</p> <p>*Program introduced at grades 5 to 12</p> <p>*Schools insuring the curriculum is being delivered in Grade 5 to 12.</p>	June 2021
Erickson Collegiate Digital Archives	G.Butler B.Lee T.Mathews	<ul style="list-style-type: none"> • Digitize documents and videos from First Nations Elders. <ul style="list-style-type: none"> ▪ Digitized materials will be made available for use in curriculums 	<p>*The Rolling River School Division Archive Project continues to move forward.</p> <p>*A visit to the RRFN Band Office in June 2018 resulted in many artifact finds such as a book prepared by ECI students for the Queen's visit, photos, and audio/video recordings.</p> <p>*A letter will be sent to the RRFN community members and will be distributed to RRFN families by the ELA Class to enrol community participation and contribution.</p> <p>*On March 21 Dennis Whitebird will be at ECI to record some oral history.</p> <p>* Thomas and Laura have conducted an oral history session with Dennis Whitebird on February 21st. Video of the session will be edited and added to the project drive.</p> <p>*Project will continue next school year.</p>	<p>*Documents have been digitized and uploaded.</p> <p>*Teachers and students have access to enhance curriculum outcomes.</p>	June 2020
Literacy	G. Butler	<ul style="list-style-type: none"> • Arrange for running record training for Early Years staff new to Rolling River School Division. • Arrange for orientation to the PAWS Writing document for Early Years staff new to Rolling River School Division. 	<p>*Ongoing</p> <p>*This is ongoing foundation training and will continue in the 2019-2020 school year.</p>	*Training completed	<p>January 2019</p> <p>5-year implementation plan – As per</p>

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		<ul style="list-style-type: none"> Staff orientation to new ELA Curriculum 	*First Cohort meeting will take place in March 2019		MET correspondence
Numeracy	G. Butler	<ul style="list-style-type: none"> Continuation of Cohort A & B in mRLC Numeracy Pilot in grades 6 & 9. Addition of Cohort C in mRLC Numeracy Pilot for grades 7 & 8. 	<p>*Ongoing – Cohorts have had 1 session.</p> <p>*Second sessions are underway.</p> <p>*All mRLC numberacy achievement sessions are complete for 2018-2019.</p> <p>*Teachers new to RRSD will participate in numeracy achievement program cohorts in 2019-2020.</p>	*Participate in training and application of pedagogy and useful tools such as pacing guides in classroom settings.	2020-2021 Ongoing

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SRB-Atrieve payroll, financial / accounts and human resource program will be operating and users will be proficient, and functionality improved. <i>Healthy Living Sustainable Future</i>	K. McNabb L. Good	<ul style="list-style-type: none"> Continue to implement the new Payroll, Financial / Accounts, Human Resource software program and successfully train staff. Improve functionality of the new program – develop reports, manuals, dashboards, assistive information for users. Implement online expense claim process (Full implementation December 2018) Implement and increase Human Resource program functionality. Investigate, review, recommendation on substitute teacher Automated Dispatch module (2018-2020). Investigate, review, recommendation on Purchasing Cards module (when released by Atrieve – estimated 2019-2021) Investigate Occupational Health and Safety Module (2020-2022) 	<p>*Online expense claim process implemented at EES, MCI, Douglas and Division office. Implementation is going well - will add all other schools in January 2019.</p> <p>*Accounts-Payroll Supervisor and HR Administrative-Assistant attend the Atrieve annual conference November 5-8, 2018.</p> <p>*As of March 1, 2019, 14 of 17 schools are using the Employee Expense Web program. Some staff from other schools are also using it. All schools / staff will be using it by May 1, 2019.</p> <p>*April 1, 2019 - Will commence planning for implementation of the Workboard module for implementation in 2019-2020.</p> <p>*Changes to enhance payroll voucher data and HR data field entry/ tracking and develop/ implement online Part-Time Teacher Admin & PD Days Form and Trustee Indemnity Form are in process.</p> <p>*Full implementation of Employee Expense Web program is completed.</p> <p>* The following forms/ processes timeline for implementation is Fall 2019.</p> <ul style="list-style-type: none"> <i>Online Part-Time Teacher Admin & PD Days Form</i> <i>Trustee Indemnity Form</i> <i>Petty Cash Form</i> <i>Sick Leave Documentation Upload – Routing Process Portal</i> <i>Recruitment and Selection -Process-Forms -Routing Portal</i> 	<p>*Users of new program are competent and confident in using it.</p> <p>*Functionality of the new program is improved – users become proficient in the programs and reports.</p> <p>*Dashboards and assistive information is customized for users.</p> <p>*Fiscal and Human Resource accountability of the Division is improved.</p> <p>*Reduced paper documentation in accounts department – electronic records are the standard.</p>	2018-2021
Support staff will be well oriented to Divisional policies, procedures, practices. <i>Healthy Living Sustainable Future</i>	K. McNabb	<ul style="list-style-type: none"> Develop and implement a support staff orientation process / manual for new employees. Investigate the option for a support staff online orientation process for new employees. Investigate the option to combine the orientation process with teachers and support staff. 	<p>*Target September 2019 for trial implementation.</p>	<p>*Staff will be informed of Divisional employment, payroll and personnel policies and practices.</p> <p>*Requests to payroll and personnel staff will reduce.</p>	2018-2020

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Development of new and / or renovated Division Office facilities. <i>Healthy Living Sustainable Future</i>	Sr. Adm.	<ul style="list-style-type: none"> Options for facility development of the Maintenance Shop and Transportation Garage will be investigated. Partnerships / development opportunities for a Maintenance Shop will be investigated with Town of Minnedosa. Partnership / development opportunity for a Transportation Garage will be investigated related to the vacant Manitoba Hydro Garage in Minnedosa. 	<p>*The Town of Minnedosa and the Rolling River School Divisions approve a Land Transfer Agreement for the RRSD Maintenance property and Town of Minnedosa old maintenance yard.</p> <p>*Target follow-up with Manitoba Hydro during summer 2019.</p>	<p>*A Land Transfer Agreement with the Town of Minnedosa will be signed by October 17, 2018.</p> <p>*A plan for renovation or construction of a new Maintenance Shop will be developed by July 2019 - for occupancy by 2021.</p> <p>* Options for replacement / improvement of the Transportation Garage will be investigated by 2021.</p>	2018-2021
Schools and Division Offices will have safe and secure access and surveillance systems. <i>Healthy Living Sustainable Future</i>	Sr. Admin Maintenance Supervisor	<ul style="list-style-type: none"> Develop and implement a plan for upgraded controlled access and security and surveillance systems in Division schools. Issue and award an RFP by Winter 2018 Complete implementation of systems divisionally in the 2018-2019 and 2019-2020 school years. 	<p>* 4 RFP submissions received. Shortlisted 2 vendors who gave presentations on their proposal and products to the RFP Review Team. Vendor reference checks in process. Comparison of shortlisted submissions in process. Follow-up meeting of RFP Review Team to further assess and review submissions scheduled for November 16, 2018. Recommendation to be presented to the Board of Trustees on December 12, 2018.</p> <p>*RFP awarded February 13, 2019. Timeline for full installation is to commence by April 1, 2019 and complete by November 2019.</p> <p>*Schools in Forrest, Douglas, Rapid City, Rivers, Oak River, Erickson and Onanole will be completed by June 30, 2019. Minnedosa schools will be completed in the summer 2019. Target for full implementation by September 1, 2019.</p>	<p>* A controlled access entry system is implemented at each RRSD school by June 2020.</p> <p>*An interior and exterior video surveillance system is implemented at each RRSD school (subject to budgetary priorities and limits).</p>	2018-2020
Improve Division Office administration efficiencies. <i>Healthy Living Sustainable Future</i>	K. McNabb	<ul style="list-style-type: none"> Review the reorganized administrative support jobs, roles and functions to support the efficient and smooth operation of the Administration Office after the elimination of 0.5 FTE Administrative Assistant job. 	<p>*Review is ongoing. Staff absences have made the review challenging.</p> <p>*Some minor adjustments to duty assignments have been made- review is ongoing.</p> <p>*Employee review and input during the summer 2019- Target changes and job description revisions to be implemented by September 1, 2019.</p>	*Division Office Administrative Support and Senior Administration job roles and responsibilities and administrative procedures are reviewed and defined to meet administrative demands.	2018-2019
All worksites in the Division will comply with WSH training regulations. <i>Healthy Living</i>	K. McNabb	<ul style="list-style-type: none"> Develop and implement positive and proactive options for WSH training opportunities. 	*SAFE WORK Manitoba presented workshop on Musculoskeletal Awareness and Injury Prevention to RRSD WSH Committee members and representatives on October 22 & 23, 2018.	*All WSH Committee member will receive annual WSH training opportunities.	2018-2021

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<i>Sustainable Future</i>			<p>*Several RRSD WSH Committee members attend MSBA-MTS WSH workshop in Brandon on October 24, 2018.</p> <p>* WHIMIS training completed by Oct 30, 2018 for applicable RRRSD staff.</p> <p>* Hearing Conservation screening of applicable staff completed in October 2018.</p> <p>*First Aid Training for Division Office Staff has been scheduled for March 18 & 20, 2019.</p> <p>*Spring WSH session for RRSD WSH Committee member- Mental Health Awareness in the Workplace (May 2019).</p> <p>*MSDS Online Program access will be implemented during summer 2019 (partnership with MSBA and HUB – Milco Insurance – no cost the RRSD).</p>	<p>*Divisional WSH training will be held two days per year.</p> <p>Additional WSH training opportunities supported for employees (subject to budgetary priorities and limits).</p>	

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Increase efficiency and accountability in route mapping and review. <i>Sustainable Future Healthy Living</i>	C. Woodcock	<ul style="list-style-type: none"> Implement Traversa routing software 	<p>* Student data entry is in progress. PowerSchool corrections are needed.</p> <p>*Parts inventory and vehicle data entry is in process/ongoing.</p> <p>* Parts Inventory entry complete, student data awaiting corrections</p> <p>* Awaiting development of Powerschool template</p>	<p>*Implementation for 2019-2020 school year.</p> <p>*Student data entry completed</p> <p>*Parts Inventory data entry completed</p> <p>*Vehicle data entry completed</p>	2018-2021
Re-organization of Transportation Parts Department. <i>Sustainable Future</i>	C. Woodcock M. Bukarz	<ul style="list-style-type: none"> Complete parts organization and filing systems 	<p>*Changing current parts database Edulog to new Traversa software database.</p> <p>*Reorganizing parts using unused old division office space is in process.</p> <p>*Ongoing</p> <p>*Ongoing</p>	<p>*Alternative organization and filing systems are developed.</p> <p>*Proposal and recommendation for change and a timeline for implementation is created.</p> <p>*Implementation by the 2019-2020 school year</p>	2018-2021
Bus Driver Handbook Review <i>Sustainable Future Healthy Living</i>	C. Woodcock K. McNabb	<ul style="list-style-type: none"> Bus Driver handbook is reviewed for content, organization, accuracy, and relevancy. 	<p>*Ongoing-meeting set with Kathy on December 14, 2018 for preliminary review.</p> <p>*Preliminary review completed, and rough draft/layout created</p> <p>*Ongoing</p>	<p>*Updated Bus Driver Handbook is created and implemented by September 2020 ensuring content is relevant and accurate and organization is user friendly.</p>	2018-2021
Bus Driver Instructor Course <i>Sustainable Future</i>	C. Woodcock	<ul style="list-style-type: none"> Attend Bus Driver Instructor Course 	<p>*Phase 1 completed (October 2018)</p> <p>*Phase 2 completed (November 2018)</p> <p>*Phase 3 completed (June 2019)</p>	<p>*Completion of phase 1 and phase 2 of bus driver Instructors course end of November 2018</p>	2018-2021

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Improved aesthetics & safety of building exterior <i>Sustainable Future Healthy Living</i>	F. Scott	<ul style="list-style-type: none"> • RCI Replace sidewalk north west entrance 	*Completed Summer 2018	*Safe & level sidewalk.	2018-2019
		<ul style="list-style-type: none"> • TCS Shingle west storage sheds 	*Completed Fall 2019	*Prevent water damage to buildings and contents	2018-2019
		<ul style="list-style-type: none"> • Forrest Remove sidewalk west side of parking lot 	*Completed Summer 2018	*Safe & level sidewalk.	2018-2019
		<ul style="list-style-type: none"> • Elton • Oak River Replace front entrance sidewalks 	*Completed Fall 2019	*Safe & level sidewalk.	2019-2020
		<ul style="list-style-type: none"> • Rivers Elem. Replace Front entrance roof 		*Prevent water damage to front entrance canopy	2018-2019
		<ul style="list-style-type: none"> • RCI Replace west exit door and exterior wall 		*Replace old door and improve appearance	2018-2019
		<ul style="list-style-type: none"> • RES Shingle storage shed 		*Prevent water damage to building and contents	2018-2019
		<ul style="list-style-type: none"> • Erickson Elem Resurface tarmac 	*Patching of cracks completed, resurfacing to be looked at in the future	*Improve safety and appearance of existing tarmac	2018-2019
Improve aesthetics & safety of building interior <i>Sustainable Future Healthy Living</i>	F. Scott	<ul style="list-style-type: none"> • TCS – Rapid City Bathroom partitions replacement 	*Grades 2-3 washroom partitions TCS completed Summer 2018	*Appearance improved when old rusty partition is replaced with new one.	2018-2019
		<ul style="list-style-type: none"> • TCS Replace flooring in Library 	*Completed Summer 2018	*Safety & appearance will be improved.	2018-2019
		<ul style="list-style-type: none"> • ECI Painting in schools 	*Forrest Hallways Completed Summer 2018 *Rapid City Gym Completed Summer 2018	*Safety & appearance will be improved.	Ongoing
		<ul style="list-style-type: none"> • Elton Replace Fire Panel, add CO2 detectors 	*Completed Spring 2019		
		<ul style="list-style-type: none"> • TCS Replace all lighting with LED (light emitting diode) 	*Completed Summer 2018	*Hydro Program -provide better and more efficient lighting	2018-2019
		<ul style="list-style-type: none"> • RES • LED lighting in all classrooms 	*Completed Summer 2018	*Hydro Program – provide better and more efficient lighting	2018-2019

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		<ul style="list-style-type: none"> All Schools Install High Water Sensors 		*Early warning of water leaks	2019-2020
		<ul style="list-style-type: none"> All schools <ul style="list-style-type: none"> Hand dryer installation in school bathrooms (increase when bathrooms renovated) Lead testing of drinking water Installation of security cameras and systems in all schools 	<p>*Tender has been awarded to Clearly Insight *Schools in Forrest, Douglas, Rapid City, Rivers, Oak River, Erickson and Onanole will be completed by June 30, 2019. Minnedosa schools will be completed in the summer 2019. Target for full implementation by September 1, 2019.</p>	*Safety & appearance will be improved.	2018-2021
		<ul style="list-style-type: none"> Forrest, Rapid City Install wall matts behind basketball nets 	*Completed	*Improve gym safety and improve aesthetics	2018-2019
Division Capital D Plan for Schools <i>Sustainable Future Healthy Living</i>	F. Scott K. McNabb	<ul style="list-style-type: none"> RCI Water sewer replacement 	<p>*HSB Engineering currently working on drawings *Drawings complete; delays in tendering have occurred so this project will be tendered in the Spring of 2020 for construction in July & August 2020.</p>	*The water supply & sewer drainage will improve with replacement of water & sewer lines that are original to the building.	2019-2020
		<ul style="list-style-type: none"> MCI New gym floor 		*A much needed safe & better floor for students & staff.	2019-2020
		<ul style="list-style-type: none"> Forrest Replace 3 Roof Top Units (RTU's) 	*RTU's have been ordered and replacement is in process.	*Upgrade obsolete heating systems in portables	2019-2020
		<ul style="list-style-type: none"> Forrest, Elton, RCI Install Energy Management System 	<p>*ICS to provide estimates *ICS energy management replacement has been ordered and installation will be completed shortly.</p>	*Improve monitoring of heating systems	2018-2021
		<ul style="list-style-type: none"> ECI Lockers 	*Completed Fall 2018	*Replace old lockers to improve appearance	2018-2019
		<ul style="list-style-type: none"> All schools Upgrade washrooms and showers 		*Improve appearance and function of washrooms & showers	2018-2021
		<ul style="list-style-type: none"> Install more bottle fillers and upgrade existing water fountains 		*More access to filling stations, newer fountains	2018-2021

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		<ul style="list-style-type: none"> • RES Replace rooftop exhaust fan 	*Completed Spring 2019	*Improve air movement in washrooms	2019-2020
		<ul style="list-style-type: none"> ▪ Roof ladders (PRIORITY) <ul style="list-style-type: none"> - Rivers Elem - Forrest Elem 	*Completed Summer 2018 Rivers Elem	*Provide safe access for roof top maintenance	2018-2021
5 Year Capital Plan for PSFB <i>Healthy Living</i> <i>Sustainable Future</i> <i>Excellence in Education</i> <i>Community Partnerships</i>	Sr. Adm. F. Scott	<ul style="list-style-type: none"> • RCI, ECI, Elton & TCS Upgrade Science Labs 		*Modern Science Labs to current educational standards.	2018-2021
		<ul style="list-style-type: none"> • MCI Grooming and Physio Rooms 	*Tender is in process – closes March 26, 2019 *Tender awarded to CW2 Construction – Construction has commenced and will be completed in the summer of 2019.	*Upgrade to current provincial standards	2019-2020
		<ul style="list-style-type: none"> • Forrest Septic system replacement (summer 2018) 	*Completed Summer 2018	*Replace outdated system with new system	2018-2019
		<ul style="list-style-type: none"> • TCS Heat pump replacement 	*5-year Capital Plan & Instructional Renewal program request submitted in 2015-2016	*Improved heat & air quality.	2018-2021
		<ul style="list-style-type: none"> • Elton Furnace replacement 	*5-year Capital Plan & Instructional Renewal program request submitted in 2015-2016	*Improved heat & air quality.	2018-2021
		<ul style="list-style-type: none"> • ECI Roof replacement 		*Prevent Ice buildup and leaks	2018-2020
		<ul style="list-style-type: none"> • Rivers Coll. • 32 space - child care renovation 	*Tender awarded to Premier Construction, work in progress *Completed Spring 2019 – Daycare is operational.	*Provide a safe space for pre-school children.	2018-2019
		<ul style="list-style-type: none"> • TCS, RCI • Upgrade Home Ec. Rooms 		*Upgrade Home Ec. Rooms to current Educational Standards	2019-2021
Custodians & Maintenance staff will be knowledgeable in safety procedures <i>Sustainable Future Healthy Living</i>	F. Scott	<ul style="list-style-type: none"> • Provide Workplace Safety & Health training for staff. 	*Maintenance staff to attend asbestos awareness training Oct 16/2018. Completed October 2018. *Maintenance staff to attend confined space entry training spring 2019. Date to be announced. *Completed June 2019 *Maintenance staff to attend First Aid Training in March 2019. *Completed March 2019		2018-2019