



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

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

2022 – 2023

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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2022 – 2023

Trimester Report

ROLLING RIVER SCHOOL DIVISION BOARD OF TRUSTEES

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Print Colour: **First Progress Report**

Second Progress Report

Final Progress Report

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2021-2022 TO 2022-2023

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: Board Cohesiveness and Teamwork	Superintendent RRSD Trustees	<ul style="list-style-type: none"> Develop and communicate a meeting schedule for 2022-2023 Board meetings, policy review meetings, professional development, action plan/trimester reports, and budget meetings. Maintain communication processes with the Board Chairperson to review e.g., meeting agendas, meeting attendance. Review and develop policies that align with legislative requirements, RRSD vision and mission and support the attainment of RRSD Strategic Plan goals. 	<ul style="list-style-type: none"> Annual plan created and posted/shared. Monthly routine is set. No Changes, routine followed. First policy meeting set, reminding meetings scheduled for the 22/23 school year. Policy work continues in April 2023 Student Engagement (Attendance) Policy Updates ongoing in summer 2023 	<ul style="list-style-type: none"> Schedule Posted and shared Meetings scheduled 2 days prior to Board Meetings Provincial Legislation changes reflected in updated RRSD policies 	August 2022 Ongoing Complete for 22/23 Ongoing Complete for 22/23
Governance Goal #2: Community Engagement Commitment to communicate, engage and work with schools, parents, families, and communities	Superintendents RRSD Trustees	<ul style="list-style-type: none"> Maintain a visible presence in schools and classrooms and at extracurricular events. Review and upload information on RRSD website as required to ensure it is current. Continue to use the RRSD website, and social media outlets as a means of ongoing communication, and community outreach. Attend pertinent meetings/invitations conducted by key organizations. Use media and school messenger to report significant school division events 	<ul style="list-style-type: none"> Superintendent visited all schools in Term 1 Superintendent attended various open houses, RRFN/Erickson Feast, and ceremonies. Superintendent attended various sporting events in term 1. Website continues to be updated as needed, social media posts have increased due to job postings now being shared this way. Local newspapers have been provided divisional updates including capital project progress updates. Superintendent visited all community schools this term. Review of RRSD Website, update to site including accessibility requirements modernized. Superintendent visited all community schools this term. Social Media use to support events and news for our community. 	<ul style="list-style-type: none"> Superintendent's log is maintained and reported to Board monthly that identifies school visits, community engagement, and PD related activities. RRSD Strategic Plan and MET Continuous Improvement Report posted on websites. Press releases, news clips, other updates shared via website, school messenger and social media. 	Ongoing Ongoing Ongoing Ongoing Ongoing
Governance Goal #3: Board Professional Development: <ul style="list-style-type: none"> Support the Board PD plan for 2022-2023 based on feedback following the Board Election in Fall 2022 	Superintendent RRSD Trustees	<ul style="list-style-type: none"> Communicate with MSBA to arrange Board Professional Development Provide the Board with updates regarding the Manitoba Education Action Plan 	<ul style="list-style-type: none"> MSBA sessions shared with Trustees for consideration. MSBA development sessions have taken place in December 2022 MSBA Annual Convention – March 2023 Regional MSBA Meeting Dates/Times Hared with the Board. Trustees attended MSBA and MASBO activities, some summer PD planned for Trustees. 	<ul style="list-style-type: none"> Participation and attendance of Board PD activities MB Education Updates provided to the Board. 	June 2023

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		<ul style="list-style-type: none"> • Extra Curricular, Co-Curricular, and unstructured activities taking place in schools 	<ul style="list-style-type: none"> • Planning underway to increase Staff “Care for All” PD in 23/24 • Divisional Support for guidance increased through “Strengthening Student Support grant” in 2022-2023. • Full slate of extra-curricular, co-curricular and field trips resumed in RRSD in the fall of 2022. • Humana Care information and access expanded to include all RRSD staff for September 2023. 	<ul style="list-style-type: none"> • School Based Mental Health Activities including Extra-Curricular and Co Curricular Activities 	
<p>Priority #2: Cultural Proficiency By June 2023, all schools will report progress toward cultural proficiency in the five elements of a culturally responsive curriculum.</p>	J. Cline	<ul style="list-style-type: none"> • FNMI content, perspectives, and ways of knowing integrated into curriculum. • All Teaching Staff introduced to Mamàhtawisiwin, The Wonder We Are Born With—An Indigenous Education Policy Framework • PD opportunities provided for teachers. • Lesson Plans created by RRSD teachers that incorporate aboriginal content are posted on the RRSD site for teachers. • Maintain a visual data wall that documents integration of FNMI content /activities into curriculum on all campuses. 	<ul style="list-style-type: none"> • FNMI Content continues to be shared with schools including updated provincial materials. • Mamàhtawisiwin Policy Framework shared with teaching staff on September 6, 2022. School based learning activity. • Mamàhtawisiwin Tools for schools and division – PD session and Materials Development • Survey under development for Teachers and Principals. Those results will help develop our continuous improvement plan. • Survey complete for teachers and school, data to inform Continuous improvement plan • Elders and Knowledge keepers presence in schools increased in term 3. Planning underway to expand this program in 23/24. • MRLC sessions continue in 2022-2023 for administrators and some school staff. • Lesson Plans continue to be accessed by school staff • Data walls under development in schools. • No Updates 	<ul style="list-style-type: none"> • Improved Tell Them from Me Survey Results • Responses on the Cultural Proficiency Rubric progress from the left to the right in providing a culturally proficient curriculum from the previous year. • Visuals Posted in all schools 	<p>Ongoing</p> <p>September 2022, phase 1 complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Priority #3: Literacy Goal: Student Performance By June 2023, 85% of all RRSD students will achieve a minimum of 3 (Good understanding and application of concepts and skills) on the provincial</p>	J. Cline	<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. 	<ul style="list-style-type: none"> • Grade group 1/2-day PD allowed sharing of classroom teaching ideas. • Divisional and school literacy data shared with schools in November 2022. • No Updates, See Coordinator of ICT • No Updates term 3, See Coordinator of ICT 	<ul style="list-style-type: none"> • Participation in mRLC and other PD activities to support teachers in the priorities and where gaps exist. • Observational data • Walkthrough tool • Teacher analysis of student achievement data applying learning sprints process. 	Ongoing

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report card scale in all core content areas.		<ul style="list-style-type: none"> ▪ 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 Report Card 2021-2022 data (June 2022) • Complete and communicate a 2021-2022 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. 	<ul style="list-style-type: none"> • 0.25 FTE increase in Speech-Language Pathologist time has shown benefits in programming for students across the division. • Included in Strategic Plan • RRSD Plan posted to the divisional website in October 2022. • RRSD Plan submitted to Manitoba Education on October 31, 2022 • Planning for 2023-2028 Plan updates underway to align with Manitoba Education Framework for Learning and Provincial Education Action Plan 		Ongoing August 2022 November 2022 November 2022 Ongoing
Priority #4: Numeracy Goal: Student Performance By June 2023, 85% 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 (Number Sense, Patterns and Relations, Shape and		<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 2021-2022 data: <ul style="list-style-type: none"> ➢ report card data ➢ mRLC data • Complete and communicate a 2021-2022 year-end review of student achievement that confirms student progress in relation to Strategic Plan Numeracy goals. 	<ul style="list-style-type: none"> • mRLC Numeracy Data shared with principals, updated data tool for principals to use. • Data Analyzed in Summer and Fall 2022 • RRSD Plan posted to the divisional website in October 2022. 	<ul style="list-style-type: none"> • Data from the following sources: <ul style="list-style-type: none"> ▪ Manitoba Report Card Data. ▪ mRLC Numeracy Assessment data. ▪ Observational and Anecdotal student engagement data ▪ Walk Through tool ▪ Teacher analysis of student achievement data 	Ongoing Ongoing November 2022

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Space, and Statistics and Probability) in all grades.		<ul style="list-style-type: none"> • 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. • Teacher Participation in NAP, mRLC , Grades 4-9 • Provide professional learning experiences where gaps exist. <ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> • RRSD Plan submitted to Manitoba Education on October 31, 2022 • New staff continue to be trained by the mRLC • Planning for 2023-2028 Plan updates underway to align with Manitoba Education Framework for Learning • No Updates in Term 2 • MrLC planning complete for 23/24 complete • Updated Provincial report card data provided to the school division this term. (School level for Principals and Divisional level) 		November 2022 Ongoing Ongoing

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<p>To develop a plan to address the needs identified in the TTFM data indicating significant number of students reporting depression.</p>	<p>Lisa Martin Guidance Team</p>	<ul style="list-style-type: none"> • Survey all schools to determine what specific programs/supports are currently being provided to address depression • Share survey results with Guidance team • Develop plan to enhance or add supports in all schools specific to the needs to students reporting depression • Share that plan with principals, coordinators and superintendent • Implement plan beginning January 2023 • Monitor implementation through Guidance team meetings and RREAL Team meetings 	<ul style="list-style-type: none"> • Met with guidance team to collect informal data re current mental health status of students, programs in schools, outside service provided programs being accessed by school/parents, “what can we add.” • Speak Up training completed (new program) • Survey questions in development • Changed plans while discussing survey questions: <ul style="list-style-type: none"> ○ Prairie Mountain Health information sheets (Anxiety, Depression, ADHD) and pamphlets distributed to all schools via Guidance Counsellors and school social workers. ○ Will share information with families and students as needed to clarify definitions and process for diagnoses. ○ Information from PMH will be shared with students prior their completion of the OurSchool survey. ○ Our School Data will be reviewed against last year’s results to determine next steps • Time spent in advance of the survey teaching definitions of anxiety and depression (Administrators, GCs) • Early review of the data indicates some lessening of anxiety and depression symptoms • Recommend that each school develop a school-specific plan to address these issues for implementation next school year. 	<ul style="list-style-type: none"> • Survey complete • Data compiled • Plan to address needs developed and shared • Plan monitored 	<p>June 2023</p>
<p>To assist schools in addressing the needs of students whose learning needs changed due to COVID-19 school disruptions/changes</p>	<p>Lisa Martin School-Based Student Services Teams Divisional Clinical Services team</p>	<ul style="list-style-type: none"> • Lisa will arrange meetings with all school-based Student Services in October 2022 to identify students whose learning needs have changed due to COVID • Lisa will assist the school-based Student Services teams (including parents, students and appropriate service providers) will create Student-Specific Plans (IEPs, AEPs) to address identified needs • Monitor progress after each reporting period • Adjust plan as needed to reflect progress and/or emerging needs 	<ul style="list-style-type: none"> • School teams have developed Student Specific Plans as appropriate (AEPs, IEPs, Regulation Plans) for those students who require support. • Reporting progress and effectiveness of adaptations completed for November reporting period. • Progress on IEPs and effectiveness of AEPs (reviews attached to report cards) complete for March reporting period (Elementary) • Final reports being developed for end of June 	<ul style="list-style-type: none"> • Students identified and plans created • Inputted into Clevr by November 1, 2022 • Regular reporting of progress to parents and recorded on Clevr 	<p>June 2023</p>

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All students who have IEPs or AEPs created to support their learning will know about their plan and will attend team meetings as appropriate to their age and understanding of the process	Lisa Martin School-Based Student Services Teams	<ul style="list-style-type: none"> • Case managers (as identified by the school principal) will meet with each student on an AEP or IEP by October 15 to review the student’s plan and address any concerns or questions. • Discuss preparing students for their meetings with RTs, GCs and principals for feedback and determine a set of guidelines for that preparation • Guidelines may include use of self-assessment, preparing a script (with the student) for what they will share at the meeting, deciding together approximately how long they will attend and/or which sections they wish to participate in • Case managers will use those guidelines to prepare students to participate in their IEP meetings prior to the meetings. 	<ul style="list-style-type: none"> • Guidelines discussed at Resource and Guidance meetings. <ul style="list-style-type: none"> ○ Time in meetings as appropriate to age/stage of the student ○ Involvement may be indirect through case manager. ○ Reminder to record time in meetings on the IEP front page. • RTs report – Students who have Adaptation plans know they have plans and are aware of what they need to be successful. They participate in the development, review, and evaluation of their plans. Some advocate for themselves effectively. • Students who have intellectual development delays (IDD as diagnosed by psychology) and have IEPs often attend their Team Meetings but do not fully understand why they have IEPs. • About 80% of students with IEPs and AEPs are aware of why they need the plans and are part of the discussion either in the full team or individually with the RT or GC. • Age and developmental stage determine the level of understanding 	<ul style="list-style-type: none"> • Draft guidelines for use in November IEP reporting period • Initial meetings with all students in IEPs and AEPs complete by October 15 • Student participation will be noted on the IEP in the Clevr database including the amount of time and nature of their participation 	June 2023
Development of a Student Services Handbook to guide practice and process for meeting identified student needs	Lisa Martin	<ul style="list-style-type: none"> • Using the document <u>Standards for Appropriate Educational Programming</u> released June 29, 2021, as base • Incorporate appropriate RRSD policies and procedures into the document for divisional use • Identified areas where updated policies are required • Develop policies, forward to Superintendent • Draft to be shared with Guidance team, Resource team, RREAL Team and Superintendent for feedback • Feedback will be incorporated into final draft 	<ul style="list-style-type: none"> • Draft #1 – Inserted current policies/documents as per standards document. • Next steps – determine if/where new policies/documents are required. • Transition planning with the new Coordinator of Pre-K and Student services underway in preparation of the 23/24 school year. • Not complete – continuing to discuss standards and policies with new Coordinator of Pre-K and Student Services 	<ul style="list-style-type: none"> • Draft shared by January with teams • Feedback incorporated by March • Final draft printed and distributed by June 2023 	June 2023 Ongoing

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Literacy	James Sheppard	<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. • ELA PD options (Literacy and Writing) through mRLC offerings in 2022-23 (remote and in-person). 	<ul style="list-style-type: none"> • Needs assessment survey conducted in September identified Orton-Gillingham training as the priority area for new staff. • Oct. 3 grade group PD session: positive feedback from staff and plans in place for follow up, such as class visitations. • Kindergarten Heggerty PD session held on Oct. 25; feedback indicated all teachers were using the program (confirmed by school principals). • Orton-Gillingham training provided in Oct. – Nov. (5 sessions total). • Draft K-3 Reading, Writing, and Oral Communications Learning Progressions shared with Student Support Coordinator, Resource, and SLP staff for initial review. • Manitoba Framework for Learning sessions for school leaders (curriculum implementation) scheduled for April 20 and May 25. • Framework for Learning Sessions rescheduled due to inclement weather; a number of RRSD administrators attended the 2-day makeup sessions in May. Repeat sessions tentatively scheduled for the fall. 	<ul style="list-style-type: none"> • Improvement of student literacy achievement. • New staff integrating running records and the PAWS writing tool as an integral part of a balanced literacy program. • Consistency in reporting student reading and writing achievement throughout the grades. 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p>
Numeracy	James Sheppard	<ul style="list-style-type: none"> • NAP Cohort I for grade 4&5 teachers continues (year 2). • NAP Cohort M for grade 5&6 (new). • NAP Cohort N for grade 7&8 (new). • NAP program for new administrators to support implementation of quality numeracy instruction in schools. 	<ul style="list-style-type: none"> • mRLC numeracy sessions commenced the first week of October 2022 (cohorts I, M, N). • NAP administrator PD sessions commenced Oct. 26 (four sessions scheduled throughout the year). • Grade 4 teachers participating in NAP Cohort I met on March 6 to develop a “Deconstructing Assessments Guide” to support remediation as well as guide classroom instruction. • “Zorbit’s Math Avenue” (a primary-level Math support program) being piloted in two classrooms from Feb. 1- April 30. • Manitoba Framework for Learning sessions for school leaders (curriculum implementation) scheduled for April 20 and May 25. 	<ul style="list-style-type: none"> • Improvement of student numeracy achievement. • Interventions based on analysis of school data, specifically using the NAP/mRLC Data Tool. • Collaboration amongst numeracy teachers in grades 4-12. • New school administrators will be able to use data tool results to improve teacher practice and numeracy outcomes. 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>

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			<ul style="list-style-type: none"> • Feedback form pilot teachers regarding Zorbit’s Math indicated the program had great potential for a technology-based in-class numeracy support tool for primary students. Currently exploring expanding the pilot program (length and locations) for 2023-24. 		Ongoing
Technology	James Sheppard	<ul style="list-style-type: none"> • Ongoing staff training for O365 and Teams. • Assessment of Read/Write Gold Pilot program from 2021-22. • “Project Reset” – Digital Literacy and Well-Being; RRSD staff are partnering with PMH and other divisions to develop a student-centered program for online safety. 	<ul style="list-style-type: none"> • ViewSonic PD scheduled for Feb. 1, 2023 • Staff surveyed re the efficacy of Read/Write Gold – feedback overwhelmingly positive. Two schools now running whole class programs, in addition to individual programs as per IEPs or clinical recommendations. Usage up to 143 seats. • Additional 25 OneTabs ordered, with several distributed to colony schools. • Digital literacy week took place Oct. 24-28; school-wide and class activities; TCS students and staff featured in promotional video: https://www.youtube.com/watch?v=xKypAf5LwCM • Positive feedback from Rivers Elementary and Douglas Elementary regarding ViewSonic PD. Follow up session available for schools on April 21, 2023. • Successful Microsoft Voucher program applications resulted in \$140,000 towards hardware purchases for the division. • Microsoft no longer offers division-wide technology and accessibility training for teachers; a new model of teacher PD will need to be developed to maximize the features of O365 moving forward. 	<ul style="list-style-type: none"> • Continued growth, use, and innovation with TEAMS and Office 365. • Improvement in student safety while online and using social media. 	Completed Completed Ongoing Completed Ongoing
Mental Health and Well-Being	James Sheppard	<ul style="list-style-type: none"> • MRLC PD for student services personnel: “Addressing Post-Pandemic Challenges” (Faye Brownlee). • Support PAX training for new early years staff. • TTFM Surveys – Students, Parents, Teachers 	<ul style="list-style-type: none"> • mRLC PD: Sept. 27 to Nov. 29 (3 sessions). • PAX training has been indefinitely suspended as the PAXIS contract with Manitoba Mental Health and Community Wellness expired on August 31, 2022. • Divisional staff attended SafeWork Conference on Nov. 3, 2022: “Psychological Safety and Mental Health in the Workplace”. 	<ul style="list-style-type: none"> • RRSD staff prepared to meet the needs of students returning to school, post-pandemic. • RRSD teachers implementing the PAX program with fidelity in classrooms. • Improved TTFM Survey results 	Completed Completed

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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. Expand online forms availability and integration in Atrieve eForms module – add forms as developed. Improve functionality of the new program – develop reports, manuals, dashboards, assistive information for users. Continued implementation of WorkFlow module to increase Human Resource, employment processing and staff orientation processes functionality and efficiency. Investigate, review, recommendation on Purchasing Cards module (when released by Atrieve – estimated 2023-2025) Investigate Occupational Health and Safety Module (2024-2026) 	<ul style="list-style-type: none"> Trustee Online Meeting Indemnity Claims via Atrieve implemented fall 2022. Online Approval to Employ and assignment Change forms added Fall 2022. Workflow Module adjustments made after implementation in spring 2022. (New employee Onboarding process). Additional enhancements to the Workflow-Onboarding process completed with Respect in School and Cyber Training requirements added. School Cash Online Payment module -implementation is process with a plan to go live with this module in late spring to fall 2023. Onboarding process for EAs hired by RRFN and assigned at Ericson Schools will be added by Fall 2023. School Cash Online Payment module implementation plan to “go live” in fall 2023. 	<ul style="list-style-type: none"> 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. New forms developed and available in eForms. Dashboards and assistive information is customized for users. Fiscal and Human Resource accountability of the Division is improved. Reduced paper documentation in accounts department – electronic records are the standard. WorkFlow module is implemented, and orientation process is included. Purchasing Cards module is reviewed with a recommendation on implementation. Occupational Health and Safety module is reviewed with a recommendation on implementation 	2023-2026
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 for new employees that is online/ integrated with the Workflow Module. 	<ul style="list-style-type: none"> No progress 	<ul style="list-style-type: none"> Staff will be informed of Divisional employment, payroll and personnel policies and practices. Requests to payroll and personnel staff will reduce. 	2022-2025
Review Human Resource Administrative Process to improve procedures and process.	Sr. Admin	Based on changes in Administrative and management jobs... <ul style="list-style-type: none"> Review current HR process, procedures, and job responsibilities - SWOT analysis format. 	<ul style="list-style-type: none"> No progress 	<ul style="list-style-type: none"> Human Resource procedures, processes and responsibilities are well defined, effective, and efficient. 	2022-2025

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		<ul style="list-style-type: none"> Develop an HR Resource manual to guide current process, procedures, and job responsibilities. 			
Renovation of the Manitoba Hydro Building to RRSD Division Transportation and Maintenance Building. <i>Healthy Living Sustainable Future</i>	Sr. Adm.	<ul style="list-style-type: none"> Implement the construction plan to transform the Minnedosa Manitoba Hydro Building into the RRSD Transportation and Maintenance Facility. Disposal / sale of current Transportation Garage and Maintenance Shop. 	<ul style="list-style-type: none"> Renovations in progress. No significant delays to date Timeline for completion – April 30, 2023 Project is progressing well- limited change orders. Completion expected in late spring 2023. Anticipate substantial completion in early –mid July 2023 	<ul style="list-style-type: none"> Transportation Garage and Maintenance Shop will be relocated to a renovated surplus Manitoba Hydro Building. <ul style="list-style-type: none"> Transportation Building Fall and Winter 2022 Maintenance building winter 2022 -Spring 2023 The current Transportation Garage and Maintenance Shop will sold / disposed. 	2022-2024
All worksites in the Division will comply with WSH training regulations. <i>Healthy Living Sustainable Future</i>	K. McNabb	<ul style="list-style-type: none"> Develop and implement positive and proactive options for WSH training opportunities. MSDS Online program will be implemented divisionally. 	<ul style="list-style-type: none"> MTS-MSBA Joint WSH session held in Brandon- attended by some RRSD WSH Committee members on October 2022. Planning for spring 2023 and fall 2023 WSH divisional training sessions. 	<ul style="list-style-type: none"> All WSH Committee member will receive annual WSH training opportunities. Divisional WSH training will be held two days per year. Additional WSH training opportunities supported for employees (subject to budgetary priorities and limits). MSDA Online program is operational. 	2022-2023

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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"> Investigate the application, benefits, and cost of implementing an APP that will be tied to the RRSD GPS program, (Geo Tab), that will allow parents to track their child's bus trip. 	<ul style="list-style-type: none"> Tentative meeting set for early January to learn more about the functionality of the Ride 360 app paired with our core Traversa software Met with Traversa reps Mid January and 360 ride app linked with Core Traversa would meet my expectations for parental notifications. Not included in 23-24 Budget due to budget constraints. May revisit for 24-25 Budget consideration. 	<ul style="list-style-type: none"> Students automatically assigned to stops based on Geo Tab location. Functional parent app implemented 2023-2024 school year 	2022-2023
Improve Bus Driver communication and accountability - Bus Driver Handbook Review <i>Sustainable Future Healthy Living</i>	C. Woodcock	<ul style="list-style-type: none"> Bus Driver Handbook is reviewed for content, organization, accuracy, and relevancy. 	<ul style="list-style-type: none"> Edits are ongoing Ongoing Ongoing – target completion date late fall of 2023 	<ul style="list-style-type: none"> Updated Bus Driver Handbook is created and implemented by spring 2023 ensuring content is relevant and accurate and organization is user friendly 	Spring 2023
Transportation Policy Review <i>Sustainable Future</i>	C. Woodcock	<ul style="list-style-type: none"> Transportation specific policies are reviewed for accuracy, relevancy. Recommendations on transportation specific policies are provided to the Policy Review Committee. 	<ul style="list-style-type: none"> Currently no recommendations. No progress No recommendations (moving to E2G Policy model). Will review as administrative procedures are finalized. 	<ul style="list-style-type: none"> Transportation policies are reviewed and updated on a regular basis. Transportation policies are relevant to current transportation issues and concerns 	2022-2024
Review Parts Department inventory <i>Sustainable Future</i>	C. Woodcock M. Bukarz	<ul style="list-style-type: none"> Adjust inventory and stock to reflect current bus fleet. Plan and organize parts for move to new Transportation Garage. 	<ul style="list-style-type: none"> Ongoing Ongoing Many non-relevant parts have been returned or sold to other school divisions. In the process of organizing parts to move to the new shop. 	<ul style="list-style-type: none"> Parts stock reduced to only parts relevant to the current fleet 	2022-2023
Annual 8hr bus driver in-service <i>Sustainable Future</i>	C. Woodcock	<ul style="list-style-type: none"> Implement positive training options for annual bus driver in-services. 	<ul style="list-style-type: none"> Annual 8-hour in-service held on October 21, 2022. Bus drivers completed their URIS training and 8-hour basic first aid training. Completed Completed 	<ul style="list-style-type: none"> All bus drivers receive annual in-service training. 	2022-2023

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Improved aesthetics & safety of building exterior <i>Sustainable Future Healthy Living</i>	F. Scott	<ul style="list-style-type: none"> • Rivers Collegiate Stucco east and west new entrances 	<ul style="list-style-type: none"> • To be completed fall 2022 • Completed Fall 2022 	<ul style="list-style-type: none"> • Complete exterior finishings on entrance doors that were installed previously. 	2022-2023
		<ul style="list-style-type: none"> • Onanole Elementary Chain link fence 	<ul style="list-style-type: none"> • Completed Summer 2022 	<ul style="list-style-type: none"> • Replace chain link fence above new retaining wall 	2022-2023
		<ul style="list-style-type: none"> • Tanner's Crossing School Exterior Lighting Upgrade 	<ul style="list-style-type: none"> • On going • Completed Fall 2022 	<ul style="list-style-type: none"> • Upgrade existing lighting to LED to reduce energy and provide better lighting 	2022-2023
		<ul style="list-style-type: none"> • Tanner's Crossing School Chain link fence 	<ul style="list-style-type: none"> • To be completed by Guardian Fencing – Spring 2023 • Completed 	<ul style="list-style-type: none"> • Replace existing chain link fence damaged in spring flood 2022 	2022-2023
		<ul style="list-style-type: none"> • Minnedosa Collegiate Chain link fence 	<ul style="list-style-type: none"> • To be completed by Guardian Fencing – Spring 2023 • To be completed by Guardian Fencing – Summer 2023 	<ul style="list-style-type: none"> • Replace existing chain link fence damaged in spring flood 2022 	2022-2023
		<ul style="list-style-type: none"> • Forrest Elementary Reinstall basketball supports 	<ul style="list-style-type: none"> • Awaiting funding • To be completed by Screw Pile Solutions – Summer 2023 	<ul style="list-style-type: none"> • Provide a safe outdoor basketball court 	2022-2023
		<ul style="list-style-type: none"> • Forrest Elementary Replace 2 windows 	<ul style="list-style-type: none"> • To be completed fall 2022 • To be completed Spring 2023 • To be completed Summer 2023 	<ul style="list-style-type: none"> • Replace old windows with new energy efficient windows 	2022-2023
		<ul style="list-style-type: none"> • Tanner's Crossing School South wheelchair ramp • Tanner's Crossing School Courtyard wheelchair ramp 	<ul style="list-style-type: none"> • Completed summer 2022 • To be installed fall 2022 • Completed Fall 2022 	<ul style="list-style-type: none"> • Replace old ramp with a new safe wheelchair accessible ramp • Replace step with a new wheelchair accessible ramp 	2022-2023

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Improve aesthetics & safety of building interior <i>Sustainable Future Healthy Living</i>	F. Scott	<ul style="list-style-type: none"> • Minnedosa Collegiate 2 girls' washroom renovations 	<ul style="list-style-type: none"> • Completed Summer 2022 	<ul style="list-style-type: none"> • New partitions, FRP, plumbing, sinks, toilets, mirrors and vanity 	2022-2023
		<ul style="list-style-type: none"> • Rivers Elementary 2 boys' washrooms renovations 	<ul style="list-style-type: none"> • Completed Summer 2022 	<ul style="list-style-type: none"> • New partitions, FRP, plumbing, sinks, toilets, mirrors, flooring, and vanity 	2022-2023
		<ul style="list-style-type: none"> • Rivers Elementary New flooring rooms 108 and 209 	<ul style="list-style-type: none"> • Completed Summer 2022 	<ul style="list-style-type: none"> • Remove old asbestos tile and replace with vinyl sheet flooring to improve safety and appearance 	2022-2023
		<ul style="list-style-type: none"> • Erickson Elementary New flooring rooms 1,2 and 3 	<ul style="list-style-type: none"> • Completed Summer 2022 	<ul style="list-style-type: none"> • Remove old asbestos tile and replace with vinyl sheet flooring to improve safety and appearance 	2022-2023
		<ul style="list-style-type: none"> • Minnedosa Collegiate Backboard Supports 	<ul style="list-style-type: none"> • To be completed fall 2022 • Completed Fall 2022 	<ul style="list-style-type: none"> • Replace original outdated supports to accommodate new backboards purchased by a local community group 	2022-2023
		<ul style="list-style-type: none"> • Tanner's Crossing Gym winches 	<ul style="list-style-type: none"> • Completed summer 2022 	<ul style="list-style-type: none"> • Replace 6 original worn out basketball backboard winches with new electric winches 	2022-2023
Division Capital D Plan for Schools <i>Sustainable Future Healthy Living</i>	F. Scott	<ul style="list-style-type: none"> • Tanner's Crossing School Water sewer replacement 		<ul style="list-style-type: none"> • Replace aging water and sewer systems 	2023-2024
	F Scott	<ul style="list-style-type: none"> • Maintenance Building Progress 	<ul style="list-style-type: none"> • Completed <ul style="list-style-type: none"> ▪ Framing ▪ Exterior metal wall and roof ▪ Concrete floor/in floor heating ▪ Interior walls framed ▪ Mezzanine floor ▪ Metal staircase and mezzanine railing in place • To be Completed: <ul style="list-style-type: none"> ▪ Plumbing ▪ Electrical 	<ul style="list-style-type: none"> • 	

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			<ul style="list-style-type: none"> • Tender awarded to Regent Construction (Winnipeg) construction commenced Spring 2022 • Completed: <ul style="list-style-type: none"> ▪ Framing, insulation, drywall , windows , concrete flooring • To be Completed: <ul style="list-style-type: none"> ▪ Brick to be completed end of April. ▪ Painting, drop ceilings to be completed mid-April. ▪ Doors and automatic openers to be completed mid-April . ▪ Soffit/fascia/eavestrough/downspouts to be completed mid-May ▪ Blinds to be installed in May. ▪ Millwork to be installed in June ▪ Metal wheelchair ramp and gym steps to be installed in May ▪ Landscaping/splashpads to be completed in June ▪ Anticipating project to be completed around the end of June 2023. 		<p style="text-align: center;">Completed Completed</p> <p style="text-align: center;">Completed</p> <p style="text-align: center;">Completed</p> <p style="text-align: center;">Completed</p>
		<p>SYSTEMS</p> <ul style="list-style-type: none"> • Tanner’s Crossing School (Approved) Heat Pump Replacement 	<ul style="list-style-type: none"> • (HSB Engineering Consultants Ltd.) • Tender awarded to Brandon Plumbing and Heating; • Completed: <ul style="list-style-type: none"> ▪ All 16 AHUs installed and running. ▪ Existing exhaust fans running ▪ Boiler loop/pumps completed and supplying heat to all AHUs. ▪ Fresh air intakes complete to all AHUs. ▪ Controls installed and heat page up and running. ▪ Chiller installed, piping and pumps installed for AC. • To be Completed: <ul style="list-style-type: none"> ▪ Air balancing and fine tuning of control system ▪ Chiller and AC piping to be filled with glycol after the heating season has ended. ▪ General cleanup ▪ Substantial completion inspection has yet to be done. 	<ul style="list-style-type: none"> • Improved heat & air quality • Improved heat & air quality • Improved heat & air quality • Improved heat & air quality 	<p style="text-align: center;">2022-2023</p> <p style="text-align: center;">Completed</p>

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		<ul style="list-style-type: none"> • Elton Collegiate (Request) Furnace Replacement • Rapid City Elementary (Request) Air handling Unit Replacement • Rivers Collegiate and Douglas Elementary (Requests) Heating System Upgrade 	<ul style="list-style-type: none"> ▪ Anticipating project to be completed around the end of June 2023. • 5-year Capital Plan • 5-year Capital Plan • 5-year Capital Plan 		
		<p>EXPANDED CAPITAL SUPPORT PROJECTS (Approved)</p> <ul style="list-style-type: none"> • Tanner’s Crossing School Parking Lot • Rapid City DDC upgrades 	<ul style="list-style-type: none"> • To be completed by Zenith Paving Brandon • To be completed Summer 2023 • To be completed by Integrated Control Systems, Winnipeg • Completed March 2023 	<ul style="list-style-type: none"> • Provide a safe and level area for students, staff, buses and also provide better drainage from roof run off. • Provide monitoring of systems and allow for better control of HVAC systems 	<p>2022-2023</p> <p>2022-2023</p>
		<p>ADDITIONAL VENTILATION FUNDING (Approved)</p> <ul style="list-style-type: none"> • Oak River Elementary Installation of energy management/DDC • All Schools Installation of CO2 sensors in existing energy management/DDC • All Schools Duct Cleaning 	<ul style="list-style-type: none"> • To be completed by Integrated Control Systems, Winnipeg • To be completed Summer 2023 • To be completed by Integrated Control Systems, Winnipeg • To be completed Summer 2023 • To be completed by All Seasons, Brandon • Ongoing - To be completed Summer 2023 	<ul style="list-style-type: none"> • Provide monitoring of systems and allow for better control of HVAC systems • Provide CO2 monitoring for safety of staff and students • Provide better air quality for staff and students 	<p>2022-2023</p>
Custodians & Maintenance	F. Scott	<ul style="list-style-type: none"> • Provide Workplace Safety & Health training 	<ul style="list-style-type: none"> • Training for custodians and maintenance staff to be arranged. 	<ul style="list-style-type: none"> • All staff to receive annual training 	2022-2023

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staff will be knowledgeable in safety procedures <i>Sustainable Future Healthy Living</i>		for Staff	<ul style="list-style-type: none"> • Maintenance Staff – November 18, 2022 (Aerial Lift Theory / Fall Protection) • Completed training with Bob Gaiser (Occupational Health and Safety Practitioner). 		