



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

Rolling River School Division Board of Trustees

2007 - 2008



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2007 - 2008

1st Progress Report
Approved September 26, 2007

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

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ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2007 - 2008 to 2009 - 2010

Ref.	Board Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Governance	1.0	Policy Review	<ul style="list-style-type: none"> ➤ Continue Review of RRSD Policies..... ➤ Review Guidelines for Student Assessment Policy (IKAA)..... ➤ Review Student Placement Policy (IKE) (Promotion and Retention Guidelines)..... ➤ Review policy of Ad Hoc and Board Committees..... ➤ Develop policy to deal with appeals to the Board..... ➤ Review of Procedural Bylaw and the role of the Chair/Vice Chair..... ➤ Kindergarten entry date review..... 	Ongoing 2007-2008	Board		
	2.0	Professional Development	<ul style="list-style-type: none"> ➤ Board / Admin Workshop..... <ul style="list-style-type: none"> ◆ Board/Sr. Admin discussion before the workshop..... ➤ Conflict of Interest Workshop for Board Members..... 	2007-2008 Oct. 31/07 2007-2008	Board		
	3.0	Board / CEO Evaluation	<ul style="list-style-type: none"> ➤ Implement Policy..... ➤ Board / CEO Evaluation (Separate night from Board Meeting) 	2007-2008	Board Superintendent		
	4.0	Planning	<ul style="list-style-type: none"> ➤ Review, discuss and analyze the results of the Parent Survey as it relates to long range planning process..... ➤ Deal with declining enrollment / school closures / amalgamation ➤ Board Legacy ➤ Develop a Board work plan – Annual meeting schedule of all meetings. ➤ Trimester Report (Separate night from Board Meeting) 	2007-2008	Board Senior Administration		
	5.0	Public Relations/ Communication	Promoting Trusteeship	<ul style="list-style-type: none"> ➤ Advertisements in paper ➤ Info in newsletters ➤ Presentations to PAC ➤ Info on RRSD Website ➤ Posters in Schools 	Ongoing	Board	
	5.1		Reporting to Community	<ul style="list-style-type: none"> ➤ Develop a comprehensive plan to report to the community ➤ Rolling River Education Fund 	2007-2008	Board Senior Administration	
	5.2		Enhancing School-Board Communication	<ul style="list-style-type: none"> ➤ Education Presentations ➤ School Tours (set dates with appropriate time between) 	Ongoing	Board Senior Administration	
	5.3		Enhancing Trustee Administration Communication	<ul style="list-style-type: none"> ➤ Develop and implement a Communication Protocol for Trustees and Senior Administration 	2007-2008	Board Senior Administration	

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Education / Superintendent's Dept.	1.0	Appropriate Education Program	Early Literacy	➤ Revised guidelines for DIAL program delivery - Grade 1	2007-2008	S. Furman S. Davar J. Lepp E. Klassen	
	1.1		Early Numeracy	➤ Implement K-4 Math curriculum changes - Grade Groups	2007-2008	J. McKenzie	
	1.2		Middle Years Literacy	➤ Guided Reading / Writing on-going ➤ Implementation - Gr. 5-8 Grade Groups (Write Traits Program)	2007-2008	T. Radcliffe B. Sprott G. Lawson	
	1.3		Middle Years Assessment	➤ Full implementation Gr. 7 Math / Student Engagement and Gr. 8 Reading and Writing as per MECY guidelines	2007-2008	J. Hardy L. Jago G. Lawson K. Burgess	
	1.4		Social Studies	➤ Implementation of Gr. 5, 7, 8 Grade Group Sessions ➤ Grade 6 Implementation	2007-2008 2008-2009	J. Hardy	
	1.5		Basic French	➤ Final year for Action Plan for Official Languages (AIM Gestures Program)	2007-2008	J. Hardy C. Stiles	
	1.6		Career Development	➤ Implement Gr. 9/10 curriculum ➤ Phase out RRSB School Initiative Course (SIC) for Career Prep & Exploration ➤ Implement Gr. 11/12 curriculum	2007-2008 2007-2008 2008-2009	J. Hardy	
	1.7		Vocational Education	➤ Culinary Arts Program at Erickson Collegiate	2007-2008	J. Hardy R. Waterman	
	1.8		Class Size & Composition Project	➤ Implementation of appropriate adaptations and accommodation programming for Gr. 7 & 8 students at Erickson Coll.	2007-2010	Divisional Team School Team	
	2.0	Healthy Life Styles	Physical Education	➤ Develop Division policy for implementation as per MECY guidelines – Pilot implementation Gr. 11/12 Phy. Ed. Program at MCI ➤ Implementation of Grade 11 and 12 P. Ed. Program	2007-2008 2008-2009	J. Hardy J. Potter	

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Education / Superintendent's Dept.	3.0	Professional Growth and Staff Development	Behaviour Management	➤ WEVAS, Restitution and Communicating with Parents	2007-2009	R. Gray (Assisted by G. McNabb & D. McCallum)
	3.1		ICT Training	➤ Division Inservices K-12	2007-2008	G. Butler M. Dalton
	4.0	Declining Enrollment	Distance Education	➤ Implementation of year 1 of 3 years Distance Education Plan	2007-2010	Divisional Committee
	5.0	Safe and Positive School Environment	Responsible Internet and Cell Phone use Project	<ul style="list-style-type: none"> ➤ Cyber bullying awareness programming ➤ Divisional video presentation development ➤ Divisional policy on Cyber Bullying 	2007-2008	J. Hardy D. Parrott R. Gray

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Student Support Programs	1.0	Appropriate Education Programs	Update & create new policies to meet Appropriate Education Act	<ul style="list-style-type: none"> ➤ develop new policies and make recommendations to the Policy Committee ➤ revise existing policies where necessary 	2007-2008	D. Parrott J. Cline G. Edwards
	1.1		Adaptation format	<ul style="list-style-type: none"> ➤ review and make changes if necessary..... ➤ transfer to computer program..... 	Ongoing 2008-2009	D. Parrott G. Butler
	1.2		Student support file guidelines	<ul style="list-style-type: none"> ➤ review existing policy/match with Provincial guidelines ➤ make recommendations to Policy Committee if required ➤ inservice Resource teachers, Speech Language Pathologist and Social Worker with guidelines ➤ create plan with Resource teacher to review files ➤ implement plan to purge/update/review files ➤ complete file review in each school..... ➤ complete file review in Division Office (psychologist, social worker, speech/language pathologist) 	2007-2008 2008-2009	D. Parrott R. Gray A. Playter Sr. Adm.
	1.3		Create post assessment guidelines for Resource Teachers	<ul style="list-style-type: none"> ➤ review existing policy/guidelines..... ➤ create and draft guidelines ➤ implement guidelines ➤ review progress..... 	2007-2008 Ongoing	D. Parrott
	1.4		To continue PD and to develop Divisional guidelines in areas of Autism	<ul style="list-style-type: none"> ➤ establish guidelines for Division in area of: <ul style="list-style-type: none"> • behaviour • instructional/best practices • assessment ➤ develop plan for inservicing school staff ➤ inservice staff..... 	2007-2008 2008-2009	D. Parrott R. Gray A. Playter
	1.5		To develop guidelines for and inservice school staff about FASD	<ul style="list-style-type: none"> ➤ draft guidelines for working with students affected by Fetal Alcohol Spectrum Disorder (FASD). <ul style="list-style-type: none"> • behaviour • instructional/best practices • assessment ➤ develop plan for inservicing resource teachers and classroom teachers about working with children affected by FASD ➤ inservice staff..... 	2007-2008 2008-2009	D. Parrott R. Gray A. Playter

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Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Student Support Programs	1.6		IEP's	<ul style="list-style-type: none"> ➤ continue inservicing on writing clear and concise IEPs ➤ plan and implement tracking methods (for classroom teachers) for outcomes 	2007-2008	D. Parrott	
	1.7		Adaptations/ Modifications / Individualization	<ul style="list-style-type: none"> ➤ create presentation and accompanying package for classroom teachers on: <ul style="list-style-type: none"> • accommodations • modification • individualization ➤ review with school staff yearly 	2007-2008	D. Parrott	
	1.8		Resource Program Review	<ul style="list-style-type: none"> ➤ Implementation of Resource Program Review recommendations 	2007-2008	D. Parrott J. Hardy	
	1.9		Implement a revised Guidance Delivery Model	<ul style="list-style-type: none"> ➤ Focus on classroom instruction ➤ Define counselling priorities ➤ Inservice administration, staff, students and parents 	2007-2008	D. Parrott J. Hardy	
	2.0	Communication	Inservice Resource Teachers on running effective and efficient meetings	<ul style="list-style-type: none"> ➤ create training opportunities through resource teachers meetings to inservice Resource Teachers ➤ use case studies / role playing to review / practice running meetings 	2007-2008	D. Parrott	
	2.1		Inservice school staff on role of Resource teachers	<ul style="list-style-type: none"> ➤ review role of Resource teachers and update job description as necessary..... ➤ create model for resource delivery ➤ create plan for inservicing school staff on role and responsibilities on the Resource teacher ➤ inservice school staff..... 	2007-2008 2008-2009	D. Parrott	
	3.0	Professional Development	To develop skills with Guidance Counsellors	<ul style="list-style-type: none"> ➤ Explore options of how to increase staff awareness and understanding of Guidance role..... ➤ Develop a plan (division-wide focus) ➤ Customize role within each school (Guidance Counsellor & Administration at each school) ➤ Inservice staff ➤ Case studies (to practice skills)..... 	2007-2008 Ongoing	D. Parrott R. Gray	

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Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Computer Technology	1.0	Appropriate Education Program	Literacy with Information Communication Technology (ICT)	<ul style="list-style-type: none"> ➤ Internet access – changes to the access speeds in all schools ➤ Blended approach to teaching and learning Literacy with ICT – High School – 4 more classrooms – 2 at ECI, 1 at RCI and 1 at MCI 	2007-2008	G. Butler	
	1.1		Summer Workshops	<ul style="list-style-type: none"> ➤ ManACE Workshops offered <ul style="list-style-type: none"> • Literacy with Information Communication Technology • Basic Computing Skills • MS Office 	2007-2008	M. Dalton	
	1.2		Student Assessment	<ul style="list-style-type: none"> ➤ Integrate Pro – all High School staff will be required to use this Markbook Program ➤ First Class – students accounts will be set-up for all Gr. 9-12 students.. 	2007-2008	G. Butler	
	2.0	Professional Development	Literacy with ICT	<ul style="list-style-type: none"> ➤ New staff will have 2 day training..... ➤ Divisional Inservice (BATL, Mini BYTE, BYTE) ➤ Blended classroom's – Principals ➤ All K-8 teachers will be issued a division LWICT (Literacy with Information Communication Technology) Skill Continuum ➤ BATL (Blended Approach to Teaching & Learning) Workshops for School Administration ➤ One-on-One Conferences with Technology Resource Teacher..... ➤ Full day school workshops..... 	Aug. 2007 2007-2008 2007-2009 2007-2009	G. Butler M. Dalton	
	3.0	Communication	Student Assessment	<ul style="list-style-type: none"> ➤ Teachers submit work samples..... ➤ First Class Connect – outcome based reporting to K-8 students – running the software in 2 schools – Forrest & Tanner's Crossing..... ➤ Revision of current report cards to reflect LWICT (Literacy with Information Communication Technology)..... ➤ All grade 4-8 students create an electronic portfolio..... 	2007-2008 2008-2009 2008-2009	M. Dalton G. Butler M. Dalton M. Dalton M. Dalton	
	3.1		Enhance Parent / Student Communication	<ul style="list-style-type: none"> ➤ Inventory program modification and updated..... ➤ All classrooms will have a Web page for students and parents to access..... ➤ Development of on-line Individual Education Plan reporting procedure..... ➤ Personnel data base update / Human Resources program..... ➤ Classroom Web Pages - Introduce Blogs for posting homework and class "discussion"..... 	2007-2008 2008-2009	G. Butler M. Dalton G. Butler G. Butler G. Butler M. Dalton	

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	Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Computer Technology	3.2		Web Page as a primary communication tool	➤ Develop and implement a process / protocol for web page maintenance	2007-2008	G. Butler K. McNabb J. Hardy	

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Business Administration & Finance	1.0	Communication (Budget & Financial Reporting)	Financial Statement	➤ Review and revise communication of Financial Statement information re: implementation of PSAB and Provincial Summary Reporting	2007-2008	K. McNabb	
	1.1		Implement the Rolling River Education Fund (RREF)	<ul style="list-style-type: none"> ➤ Operation of the Rolling River Education Fund (RREF) <ul style="list-style-type: none"> • Implement Committee structure and meetings • Develop a communication/ promotion strategy ➤ Maintain operation of the RREF as per Policy..... 	2007-2008 Ongoing	K. McNabb	
	2.0	Provincial Requirement (PSAB – Accountability)	Increased Accountability and Accuracy Improved School – Community Communication	<ul style="list-style-type: none"> ➤ Maintain standards / policy / procedures for school fund / school fund fundraising (School Funds Manual) and Divisional School Cash Net accounting program for school funds (Type A) ➤ Review and evaluate Audit process for School Funds ➤ Develop and implement standard process for financial reporting to school communities for school based funds and implement GST rebate claim procedure for school funds. ➤ Implementation of Divisional reporting of School Funds (Type A) (PSAB) 	2007-2008	J. Hardy K. McNabb L. Good	
	3.0	Provincial Requirement	Compliance with Public Sector Accounting Board Standards (PSAB)	<ul style="list-style-type: none"> ➤ Develop and implement procedures and methodology for compliance with PSAB standards for Division Budget and Financial reporting: <ul style="list-style-type: none"> • First PSAB compliant Budget (2007/2008)..... • Quarterly PSAB Financial reports..... 	2007-2008 2008-2009	K. McNabb	
	3.1		Develop and Implement a Workplace Safety & Health Program	<ul style="list-style-type: none"> ➤ Orient and implement new WSH regulations with school Based Committees ➤ Survey to assess WSH training needs – develop opportunities to provide WSH training. ➤ Develop and implement Job Hazard Analysis and Safe Work Procedures ➤ Participate in MAST WHAM Software Project ➤ Participate in WSH related partnerships with other School Divisions 	2007-2008	K. McNabb	

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Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Business Administration & Finance	3.2		Review , Evaluate, Revise and Implement Appropriate Assets Inventory Systems	<ul style="list-style-type: none"> ➤ Define needs and goals of inventory systems ➤ Review current systems ➤ Investigate alternatives ➤ Develop Policy and Regulation ➤ Implement a comprehensive inventory process..... 	2007-2008 2008-2009	K. McNabb G. Butler L. Dobreen	
	4.0	Declining Enrollment Plan	Develop Data for School Enrollment Forecasts / Trends	<ul style="list-style-type: none"> ➤ Develop a 10 year enrollment forecast and school space implication report..... ➤ Develop long term options for school utilization/consolidation..... 	2007-2008 2007-2009	K. McNabb	
	5.0	Communication (Administration)	Efficient and Coordinated Divisional Policy and Process for the Retention and Destruction of Records	<ul style="list-style-type: none"> ➤ Develop and implement a divisional records retention policy and procedures that meets the minimum requirements of Manitoba Education for the retention and disposal of all Division records (administrative and student). 	2007-2008	K. McNabb	
	5.1		Support Staff Orientation Handbook	<ul style="list-style-type: none"> ➤ Develop and implement a Support Staff Orientation Handbook (including relevant policy, procedures, payroll, benefits, accounts HR etc.) 	2007-2008	K. McNabb	

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Transportation Dept.	1.0	Declining Enrollment	Efficient routing	<ul style="list-style-type: none"> ➤ Monitor routes – plan for further reduction in Douglas & Oak River ➤ Consider impacts on Transportation as a part of school utilization/consolidation options 	Ongoing 2007-2009	D. Tesarowski	
	2.0	Safe and Positive Environment	Provide training to bus drivers and mechanics	<ul style="list-style-type: none"> ➤ Bus drivers Job Hazard Analysis training, Hours of service training, WHIMIS training (product they handle)..... ➤ Mechanics school in March..... 	2007-2008 Mar. 2008	D. Tesarowski	
	2.1		Provide a safe up to date vehicle	<ul style="list-style-type: none"> ➤ School bus replacement plan continues..... ➤ Vehicle standards monitor mechanics' work..... ➤ Review to purchase new transportation truck / review tow truck replacement..... 	2007-2008	D. Tesarowski	
	2.2		Provide efficient extra-curricular travel for schools	<ul style="list-style-type: none"> ➤ Monitor extra-curricular use and budget allocation 	2007-2008	D. Tesarowski	
	2.3		Supplies/parts inventory	<ul style="list-style-type: none"> ➤ Make purchases necessary while exercising wise purchases with good value while comparison shopping..... ➤ Continue the use of inventory work order program..... 	2007-2008 2007-2008	D. Tesarowski	
	3.0	Healthy Lifestyle (Operating Environmentally)	Investigate environmentally friendly fuel	<ul style="list-style-type: none"> ➤ Monitor fuel consumption / efficient routing ➤ Research alternate fuel <ul style="list-style-type: none"> • biodiesel • hydrogen • propane injection 	2007-2008	D. Tesarowski	
	3.1		Provide approved storage for bulk fuel within our Division	<ul style="list-style-type: none"> ➤ Review Douglas fuel tank ➤ Monitor tank condition Division wide 	2007-2008	D. Tesarowski	

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Maintenance / Facility Operations	1.0	Safe & Positive Learning Environment	Capital "D" Projects <ul style="list-style-type: none"> ➤ Onanole Elem. - D.O.C. Controls ➤ Douglas Elem. - Fire Alarm Upgrade ➤ Elton Coll. - P.S. System ➤ Rivers Coll. - Computer Lab Air Conditioner ➤ Tanner's Crossing - Flooring in 1 classroom and Camera's ➤ Erickson Elem. - Flooring in 1 classroom ➤ Forrest Elem. - Flooring in 1 classroom 	2007-2008	L. Dobreen Mtce. Staff Contractor	
	1.1		Playground maintenance and repairs <ul style="list-style-type: none"> ➤ Work with in our budget to improve our play structures..... ➤ 5 year plan to have this completed ➤ Once completed - maintenance is a priority ➤ Parent Groups are involved and partners with the Division ➤ Rivers Elem. - Sand and borders around swings..... ➤ Tanner's Crossing - Sand, borders around swings and new tire swing set.. 	Ongoing	L. Dobreen	
	1.2		Summer Projects <ul style="list-style-type: none"> ➤ Division Office renovations ➤ Erickson Coll. - Grooming Room & new wheelchair ramp ➤ Repair brick wall control joints 	2007-2008	L. Doreen	
	1.3		Schools Painting Program <ul style="list-style-type: none"> ➤ The painting program is scheduled to complete two schools per year - Tanner's Crossing and Onanole Elem. ➤ Painting classrooms during school year; hallways and some classrooms done during breaks..... ➤ All schools - exterior painting if time permits..... 	Ongoing 2007-2008 2007-2008	L. Dobreen L. Dobreen	
	1.4	Garage/ Maintenance/ Division Office Facility	Long Term Strategy to Plan for a New Garage Facility <ul style="list-style-type: none"> ➤ Complete a review of Division Office, Maintenance and Garage facilities Report (Operations Committee)..... ➤ Develop a plan for future utilization/development of the facilities 	2007-2008	Senior Admin Dept. Mgrs & Dept. Staff	
	1.5		PSFB Projects <ul style="list-style-type: none"> ➤ Onanole Elem. - Phase I - Roofing & West Brick Wall ➤ Rivers Coll. Grooming Room ➤ Rivers Coll. Gym Floor Structural Review ➤ Minnedosa Coll. Structural Review ➤ Huts at Elton Coll. ➤ Closed Hut at Oak River Elem. ➤ On going heating replacements and roof replacements 	2007-2008	L. Dobreen K. McNabb	

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Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Maintenance / Facility Operations	1.6		Grounds Maintenance ➤ Continue 5 year plan to repair/upgrade & maintain parking lots in the Division.....	2007-2011	L. Dobreen D. Tesarowski		
	2.0	Appropriate Education Programming	Computer wiring in schools	<ul style="list-style-type: none"> ➤ Upgrade cabling and electrical ability off all schools to support technology needs and plans for schools..... <ul style="list-style-type: none"> • Additional 1.0 FTE Term Electrician for project • Upgrades to Forrest, Onanole, Division Office and Tanner's Crossing, Erickson Coll., Elton, Douglas and Rivers Coll. ➤ Upgrades to Rivers Elem., Oak River, MCI, Rapid City and Erickson Elem..... 	2007-2008 Ongoing	L. Dobreen Mtce. Staff	
	3.0	Professional Development	Provide training for staff	<ul style="list-style-type: none"> ➤ Continue with WSH Training ➤ Arrange for P.D. session for Custodial staff ➤ WHIMS Training ➤ Continue working on Job Hazard Analysis and Workplace Health Safety 	2007-2008	L. Dobreen	
	4.0	Accountability	Maintenance Inventory & Work Order Program	➤ Investigate a Work Order and Inventory Program	2007-2008	L. Dobreen K. McNabb G. Butler	