



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

Rolling River School Division Board of Trustees

2008 - 2009



ROLLING RIVER SCHOOL DIVISION ACTION PLAN

2008 - 2009

Approved September 10, 2008

Rolling River School Division Board of Trustees

Table of Contents

Governance	Page 1
Education / Superintendent's Dept.	Pages 2
Student Support Programs	Pages 3 - 4
Computer Technology	Pages 5 - 6
Business Administration & Finance	Pages 7 - 8
Transportation Dept.	Pages 9
Maintenance / Facility Operations	Pages 10 - 11

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008 - 2009 to 2010 - 2011

Ref.	Board Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Governance	1.0	Policy Review	<ul style="list-style-type: none"> ➤ RRSD Policy Review <ul style="list-style-type: none"> • continue minimum rotation • refer Guidelines for Student Assessment Policy to Ad Hoc Committee & Policy Review • refer Student Placement Policy (IKA), Promotion & Retention Guidelines to Ad Hoc Committee & Policy Review ➤ Trustee Code Ethics ➤ Annual Planning Process 	5 years	Board		
	2.0	Professional Development	<ul style="list-style-type: none"> ➤ Board – Administration Workshop ➤ Conflict of Interest Workshop ➤ Board Senior Administration Workshop – Board Governance & Policy Discussion – Planning Process 		Board Senior Administration		
	3.0	Board / CEO Evaluation	<ul style="list-style-type: none"> ➤ Policy developed review and implementation process 	2008-2009	Board Superintendent		
	4.0	Planning	<ul style="list-style-type: none"> ➤ Review results of the Parent Survey as it relates to development of the Action Plan. ➤ Review declining enrollment, school consolidation / closures / amalgamation and develop a long range approach to deal with this ➤ Develop an annual Board work plan ➤ Trimester report – review scheduling in conjunction with Board meetings versus Superintendent Evaluation 	2008-2009 2008-2011 2008-2009 2008-2009			
	5.0	Public Relations/ Communication	Enhancing Trustee – Administration Communication	<ul style="list-style-type: none"> ➤ Develop and implement a communication Protocol for Trustees and Senior Administration 	2008-2009		
	5.1	Enhancing School Board Communications	Enhancing School Board Communications	<ul style="list-style-type: none"> ➤ Alternate Education Presentations and School and Division Office tours each year ➤ Information from Board operations/activities in school newsletters ➤ Implement distribution of school newsletters to all Trustees (via email) ➤ Review Trustee – School Administration meetings and format 	2008-2010 2008-2011 2008-2009 2008-2009		
	5.2		Reporting to the Community	<ul style="list-style-type: none"> ➤ Develop a plan to report to the community ➤ Publish information on budget and programs prior to budget 	2008-2010		

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008 – 2009 to 2010 – 2011

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Education / Superintendent's Dept.	1.0	Appropriate Education Program	Early Literacy	➤ Implement Observation Survey of Early Literacy Achievement – DIAL	2008-2009	Grade 1
	1.1		Early Numeracy	➤ Math Recovery Training K-3	2008-2009	J. McKenzie
	1.2		Middle Years Literacy	➤ Guided Reading and Writing Process – On-Going	2008-2009	Grade Groups
	1.3		Social Studies	➤ Implementation of Grade 6 Curriculum and text	2008-2009	Grade Group
	1.4		Basic French	➤ Continue implementation of AIM program	2008-2009	C. Stiles
	1.5		Career Development	➤ Career Preparation and Exploration SIC discontinued. Phase in Career Development course	2008-2009	High School Principals
	1.6		Class Size & Composition Project	➤ Continue implementation of appropriate adaptations and accommodations at junior high / senior high level at ECI	2008-2009	Division / School Team
	2.0	Healthy Life Styles	Physical Education	➤ Implementation of Grade 11/12 Physical Education Program. Transition to 29 credits for 2008-2009 and 30 credits for 2009-2010	2008-2009	J. Potter
	3.0	Professional Growth and Staff Development	Behavioural Management	➤ WEVAS, Restitution and Communicating with Parents (3 rd Yr)	2008-2009	R. Gray
	3.1		BATL Project	➤ Division Inservice	2007-2010	G. Butler

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008 – 2009 to 2010 - 2011

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Student Support Programs	1.0	Appropriate Educations Programs	Update and 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 	2008-2009	D. Parrott J. Cline G. Edwards	
	1.1		Adaptation Format <ul style="list-style-type: none"> ➤ Review and make changes ➤ 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 student support staff 	2008-2009	D. Parrott Senior Administration	
	1.3		Student Support Files <ul style="list-style-type: none"> ➤ Create plan with Student Support staff to review file content ➤ Implement and complete plan to purge/update/review files ➤ Complete file review in Division Office (Psychologist, Social Worker, Speech/Language clinicians) 	2008-2009 2009-2010 2009-2010	D. Parrott A. Playter R. Gray K. McNabb	
	1.4		Create post assessment guidelines for Resource Teacher <ul style="list-style-type: none"> ➤ Create and draft guidelines / pilot ➤ Review and finalize guidelines 	2008-2009 2009-2010	D. Parrott	
	1.5		To continue Professional Development and develop Divisional guidelines in area of Autism and FASD <ul style="list-style-type: none"> ➤ Complete and draft guidelines for working with these students. <ul style="list-style-type: none"> • Behaviour • Instructional / best practices • Assessment • ➤ Inservice school staffs 	2008-2009 2009-2011		

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008 – 2009 to 2010 - 2011

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Student Support Programs	1.6		IEPs <ul style="list-style-type: none"> ➤ Continue inservicing on writing clear and concise IEPs at each Resource Teacher meeting ➤ Evaluate success on new IEP format (template and writing IEP with school teams) ➤ Transfer to computer program 	Ongoing 2009-2010 2009-2010	D. Parrott G. Butler	
	2.0	Communication	Inservice Resource Teachers on running effective and efficient meetings <ul style="list-style-type: none"> ➤ Portion of each Resource Teacher meeting 	2008-2009	D. Parrott	
	2.1		Website links for Student Services page <ul style="list-style-type: none"> ➤ Create links to reputable websites for staff and parents (for disorders, conditions, learning disabilities, etc.) 	2008-2009	D. Parrott	
	3.0	Professional Development	Develop skills with Guidance Counselors <ul style="list-style-type: none"> ➤ Continue to inservice staff with case studies at meetings 	Ongoing	R. Gray	
	4.0	SuccessMaker	<ul style="list-style-type: none"> ➤ Monitor established SuccessMaker program ➤ Workshops for Educational Assistant (2 x per year) ➤ SuccessMaker team meetings (School Admin, Resource Teachers Educational Assistants), minimum x 1 year 		D. Parrott M. Dalton	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008 – 2009 to 2010 – 2011

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Computer Technology	1.0	Appropriate Education Program	LICT <ul style="list-style-type: none"> ➤ Internet Access – Long term plan to improve internet access, creation of RRSD WAN. Recommendations to Board <ul style="list-style-type: none"> • Manitoba Network • MTS – site survey to be done in the Fall 2008 ➤ BATL / LwICT – Reporting to Parents as per department requirements Grade - K-8..... ➤ Removal of one high school lab and replace with Portable Laptop Technology..... ➤ Review of High School Technology courses offered content, distance education component..... <ul style="list-style-type: none"> • LICT 1 & 2 • Grade 10 Distance Education component ➤ Establishment of 12-15 BALT classrooms – all grade levels in the division..... <ul style="list-style-type: none"> • As per budget 2008-2009 • Evaluations of BATL program 	Fall 2008	G. Butler K. McNabb R. Adams	
				Fall 2008	G. Butler J. Hrymak	
				Fall 2008	G. Butler	
				2008-2009	G. Butler	
			2008-2009	G. Butler J. Hrymak		
	1.1	Student Assessment	<ul style="list-style-type: none"> ➤ Pilot of FC-Connect – Outcome based reporting for Grade K – 8 pilot schools. <ul style="list-style-type: none"> • Forrest Elementary – all grades • TCS – Grades 5 - 8 ➤ Email accounts for all Grade 4 to 9 students using First Class software 	2008-2009	G. Butler L. Jago G. McNabb	
				2008-2009	G. Butler J. Hrymak	
	1.2	Distance Education	<ul style="list-style-type: none"> ➤ Looking at ways to effectively offer distance education courses in the division <ul style="list-style-type: none"> • WebCT (blackboard) • Moodle 	2008-2011	G. Butler Sr. Adm.	
	2.0	Professional Development	<ul style="list-style-type: none"> ➤ Full and ½ day workshops in the following areas (see attached list of possible workshops) <ul style="list-style-type: none"> • LwICT – Reporting to Parents • First Class • Classroom web pages • FC-Connect • BATL for Administration 	2008-2009	G. Butler J. Hrymak	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008 – 2009 to 2010 – 2011

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Computer Technology	2.1	LwICT/BATL	<ul style="list-style-type: none"> ➤ Divisional Inservice – BYTE 2009 ➤ BATL – Continue with workshops for Admin on engaging students <ul style="list-style-type: none"> • Engaging students • Evaluation of BATL ➤ 2 day orientation for new staff ➤ Workshops for BATL project teachers <ul style="list-style-type: none"> • Planning lessons • Engaging students • Grade Group meetings • Mentors • Student Assessment 	Winter 2009 2008-2009 Fall 2008 2008-2009	G. Butler G. Butler G. Butler J. Hrymak G. Butler J. Hrymak	
	2.2	Enhanced Teacher Professional Development	<ul style="list-style-type: none"> ➤ Creation, of online professional development using WebinR technology <ul style="list-style-type: none"> • Distance learning for teachers, at their own pace place 	2008-2009	G. Butler R. Adams	
	3.0	Communication	Enhanced Parent / Student Communication	<ul style="list-style-type: none"> ➤ Parent Portal using Maplewood <ul style="list-style-type: none"> • High Schools ➤ Parent Portal – Parents using integrate Pro to view student marks, High school only ➤ Establish a policy with schools regarding Classroom and Teacher web pages <ul style="list-style-type: none"> • Type of information • When updates • Program to use (First Class or Front Page) 	Fall 2008 2008-2009 2008-2009	G. Butler G. Butler G. Butler J. Hrymak

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008 - 2009 to 2010 - 2011

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Business Administration & Finance	1.0	Communication (Budget & Financial Reporting)	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..... 	2008-2009 Ongoing	R. Klassen K. McNabb	
	2.0	Accountability	Research and Implement and Accounts – Payroll and Associated Systems	<ul style="list-style-type: none"> ➤ Investigate, recommend and develop a plan to implement a new payroll / accounting software system (Current system is being eliminated in 2-3 years). Budget for replacement in 2009-2010 Budget. ➤ Research and recommend additional systems that are integrated with Account / Payroll System (Human Resources, Work Order, Inventory, Budget, Assets, Student Information, etc.) 	2008-2009 2008-2011	K. McNabb L. Good G. Butler	
	2.1		Review , Evaluate, Revise and Implement Appropriate Assets and Consumables 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..... 	2008-2009 2009-2010	K. McNabb G. Butler L. Dobreen	
	2.2		School Accountability 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 ➤ Investigate and implement GST rebate claim procedure for school funds. 	2008-2009 2008-2010	K. McNabb L. Good	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008- 2009 to 2010 - 2011

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report	
Business Administration & Finance	3.0	Declining Enrollment Plan	Develop and Analyze Data for School Enrollment Forecasts / Trends	<ul style="list-style-type: none"> ➤ Develop long term options for education, school utilization, and or school consolidation based on projected declining enrollment and review implications of Bill 28 – The Strengthening of Schools Act relative to the long term plan. 	2008-2011	K. McNabb R. Klassen M. Janssen	
	4.0	Provincial Requirement March 31 PSAB Compliant Financial Statement	Compliance with Public Sector Accounting Board Standards (PSAB)	<ul style="list-style-type: none"> ➤ Develop and implement quarterly reporting / monitoring procedures and methodology for compliance with PSAB standards for March 31 Financial reporting. ➤ Complete second PSAB compliant March 31 Financial Statement (Limited Procedures) and develop draft working audit file in preparation for Comprehensive Audit Procedures in 09/10. ➤ Complete First PSAB compliant March 31 Financial Statement (Comprehensive Procedures) and full audit file. 	2008-2009 2008-2009 2009-2010	K. McNabb	
	5.0	Communication (Administration)	Support Staff Orientation Handbook	<ul style="list-style-type: none"> ➤ Develop and implement a Support Staff Orientation Handbook (<i>including relevant policy, procedures, payroll, benefits, accounts HR etc.</i>) 	2008-2009	K. McNabb	
	5.1		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 	2008-2011	K. McNabb L. Dobreen	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008 – 2009 to 2010 – 2011

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Transportation Dept.	1.0	Declining Enrollment	Efficient Routing	➤ Maintain efficient routing	2008-2010	D. Tesarowski
	2.0	Safe and Positive Environment		<ul style="list-style-type: none"> ➤ Asking RCMP to present at November Inservice ➤ Train mechanics on new testing software ➤ Purchase new buses with adequate equipment (48 passenger or bigger) 	2008-2010	D. Tesarowski
	3.0	Healthy Lifestyle (Operating Environmentally)	Promote Environmentally Friendly Fuel	<ul style="list-style-type: none"> ➤ Monitor no idle practices with Drivers and Division staff ➤ Promote 2% Bio Diesel blend with Province of Manitoba for every user. ➤ Promote rideshare and route shortcuts when possible 	2008-2010	D. Tesarowski
	4.0	Efficient and Accountable Operation of School Buses	Monitoring Buses	➤ Investigate / test GPS tracking of school buses	2008-2011	D. Tesarowski
	5.0		Modernize	➤ Explore the use of electronic mapping (Repro-map)	2008-2010	D. Tesarowski
	6.0	Personnel	Preparation of staff for promotion as others retire	➤ Driver training, recruitment, and/ or retention programs	2008-2009	D. Tesarowski

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008 - 2009 to 2010 - 2011

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Maintenance / Facility Operations	1.0	Safe & Positive Learning Environment	Capital "D" Projects <ul style="list-style-type: none"> ➤ Erickson Elementary School – New gym floor ➤ Schools – Flooring Replacement (Onanole, TCS, Erickson Elem.) ➤ Schools – Gym Lighting Replacement ➤ MCI – Steps ➤ ECI – Steps ➤ Forrest – Vice Principal's office ➤ Asbestos Removal – RCI, TCS, Maintenance Shop 	2008-2009	L. Dobreen Maint. Staff Contractors	
	1.1		Playground Maintenance and Repair <ul style="list-style-type: none"> ➤ Working on plan for Forrest and Rivers Elementary ➤ TCS – New sand for swing sets and check schools for sand ➤ Work within our budget to improve our play structures ➤ Multi-year plan is ongoing ➤ Encourage Parent Groups to be involved and be partners with the Division 	2008-2011	L. Dobreen	
	1.2		Summer Projects <ul style="list-style-type: none"> ➤ Shingle storage shed at Erickson Collegiate ➤ Drywall ceilings in shower room at Erickson Collegiate ➤ Entrance doors at Rivers Collegiate ➤ Complete maintenance items at all schools ➤ Erickson Collegiate – Water and Sewer Replacement 	2008-2009	L. Dobreen Maint. Staff	
	1.3		School Painting Projects <ul style="list-style-type: none"> ➤ Forrest Elementary (summer) ➤ 2 classrooms at Tanner's (summer) ➤ Rivers Collegiate and Minnedosa Collegiate – (school year) ➤ Painting classrooms during school year; hallways and some classrooms done during breaks ➤ All schools - exterior painting if time permits 	2008-2009	L. Dobreen	
	1.4		Long Term Strategy for Division Office, Garage & Maintenance <ul style="list-style-type: none"> ➤ Complete a review of Division Office, Maintenance and Garage facilities ➤ Meet with Operations Committee and new Administration to develop a plan for future utilization of the facilities 	2008-2009	L. Dobreen	
	1.5		P.S.F.B Projects <ul style="list-style-type: none"> ➤ Rivers Collegiate Roof..... ➤ TCS – Boiler Replacement..... ➤ Douglas – Roof Replacement..... ➤ Rivers Collegiate - Gym Floor Structural..... ➤ Elton Collegiate – Music Room..... ➤ MCI – Structural..... ➤ Heating and Roofing..... 	2008-2009 2008-2009 2008-2009 2009-2010 2009-2010 2010-2011 Ongoing	L. Dobreen K. McNabb	

ROLLING RIVER SCHOOL DIVISION ACTION PLAN – 2008 - 2009 to 2010 - 2011

Ref.	Divisional Priority	Goal / Initiative	Activities	Target for Completion	Team Leaders	Progress Report
Maintenance / Facility Operations	1.6		Grounds Maintenance <ul style="list-style-type: none"> ➤ Year 4 of 5 year plan to repair/upgrade & maintain parking lots in the Division..... ➤ Grounds development at Forrest..... 	2008-2010 2008-2009	L. Dobreen	
	2.0	Computer Wiring in Schools	<ul style="list-style-type: none"> ➤ Complete cabling and electrical upgrade and ability of all schools to support technology needs and plans for schools (Final Year) <ul style="list-style-type: none"> • Additional 1.0 FTE Term Electrician to Dec. 31/08 • Erickson Elementary ➤ Working with G. Butler on BATL Classrooms ➤ Discuss potential for shared services for Term Electrician with neighboring Divisions 	2008-2009	L. Dobreen L. Dobreen K. McNabb	
	3.0	Professional Development	Provide training for staff <ul style="list-style-type: none"> ➤ Continue with WSH Training ➤ Arrange P.D. session for Custodial staff ➤ Continue working on Job Hazard Analysis and with Workplace Health Safety 	2008-2009	L. Dobreen	
	4.0	Accountability	Maintenance Inventory & Work Order Program <ul style="list-style-type: none"> ➤ Research, purchase and implement a Work Order and Inventory Program 	2008-2010	L. Dobreen K. McNabb G. Butler	