



# **ROLLING RIVER SCHOOL DIVISION ACTION PLAN**

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

**2010 – 2011**

## **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. Safe Positive Learning Environment
2. Appropriate Education Programming for All Students
3. Communication
4. Professional Growth and Staff Development
5. Long Range Planning for Declining Enrollment
6. Promoting Healthy Life Style and Wellness

# **ROLLING RIVER SCHOOL DIVISION ACTION PLAN**

**2010 – 2011**

**ROLLING RIVER SCHOOL DIVISION BOARD OF TRUSTEES  
Year End Progress Report  
Approved September 7, 2011**

## **TABLE OF CONTENTS**

<b>Board Governance</b>	<b>Page 1</b>
<b>Curriculum and Programs</b>	<b>Pages 2 – 5</b>
<b>Student Support Programs</b>	<b>Pages 6</b>
<b>Computer Technology</b>	<b>Pages 7 – 8</b>
<b>Administration, Human Resource Management &amp; Finance</b>	<b>Pages 9 – 10</b>
<b>Pupil Transportation</b>	<b>Page 11</b>
<b>Maintenance and Facility Operations</b>	<b>Pages 12 - 13</b>

**Print Colour:**

[First Progress Report](#)

[Second Progress Report](#)

[Final Progress Report](#)

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Community Connection</b> <i>Priority #3</i>	Sr. Adm. & Trustees	*Sr. Adm. to design strategies re: next steps for Community Engagement (communication plan) *Discuss different ways of connecting to community *Conduct Parent Survey and review Divisional priorities *Promoting RRSD success to public	*Survey is almost ready to send out (mid November) *Date for review of Committee Structure re: Community Education Committee is set *Parent survey has been completed and will be reviewed in April *Policy ABA re: Community Engagement has been passed	*Communities in RRSD connect often with Board & Trustees on educational topics & issues on a regular basis	
<b>Open Communication among Board Members</b> <i>Priority #3</i>	Sr. Adm. & Trustees	*Honest open dialogue ongoing Board members being free to express opinions *Schedule a review every 3 months to discuss *Review Board Evaluation with new Trustees *Realign Board/CEO evaluation policy to reflect current practice	*Will occur in orientation *Ready for Board to review *Dates set for Board & CEO evaluation *Board evaluation review complete *CEO evaluation completed, final conversation to be scheduled	*Trustees have a good understanding of educational initiatives and their status based on data	To be reviewed regularly
<b>Trustees to Understand Success of Division Initiatives</b> <i>Priority #3</i>	Sr. Adm. & Trustees	*Trustees ask for reports on RRSD initiatives on a regular basis *Sr. Adm. To report on the success of initiatives using data *Trustees work on asking the right questions to gain information	*Go through standards exam data with Trustees *Division Action Plan template reformatted and rewarded so data is more prevalent in the reporting *Increased reporting to Board on initiatives (ie: sustainability & grant awarded for schools)	*Trustees are able to share success of program based on data	
<b>Trustees will be knowledgeable and familiar with current topics/educational issues &amp; Division programs</b> <i>Priority #4</i>	Sr. Adm. & Trustees	*Report on all external committees that trustees attend or are members of *Improve reporting on Trustee Activities *Have big idea conversation (e.g. Sustainable Future, Declining Enrollment, Early Childhood Education) *Send out articles on issues for trustees	*First topic Sustainable Development in November *Trustees & Sr. Adm. Have reported regularly after attending conference *Have held Big Idea conversations *Discussed Early Childhood *Big Ideas were also part of priority discussions	*Trustees & Sr. Adm. understand initiatives from across the province *Board members are aware and learned on educational topics	
<b>Sustainable Development</b> <i>Priority #2 &amp; 5</i>	Sr. Adm. & Trustees	*Sr. Adm. & Trustee to attend P.D. *Include in Divisional Priorities *Build Sustainable Development Plan	*Sr. Adm. Principals and teachers did attend P.D. *Divisional Priorities complete and one priority is sustainability	*Division has a well laid out Sustainable Development Plan	2010-2011

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<p><b>Goal</b>  <b>Teachers will implement effective assessment practices for, as and of learning to ensure student success</b>  <b>Priority #2</b>                      Appropriate education for all students</p>	M. Janssen	*Implementation of Grading Guidelines	<p><i>*Current expectation that all teachers 7-12 are adhering to Division grading guidelines (draft)</i></p> <p><i>*First semester results (Gr. 9-12)</i></p> <p>RCI - Total credits attempted 381.5                      Total number incompletes 55                      Approx. number of lost credits 13</p> <p>MCI - Approx. number of credits attempted 876                      Total number of incompletes 0                      Total number of lost credits 6.5</p> <p>ECI - Total credits attempted 405.5                      Total number incompletes 13                      Approx. number of lost credits 5</p> <p>Elton - Approx. number credits attempted 680                      Total number of incompletes 9                      Total number of lost credits 17</p> <p><i>*Second Semester Results (Gr. 9-12)</i></p> <p>RCI – Total credits attempted: 526.6                      Total incompletes / Missed credits: 42.5                      Students Graduated: 31/32</p> <p>MCI – Total credits attempted: 1243                      Total incompletes / Missed credits: 6                      Students Graduated: 59/59 (including 2 students who returned from last year)</p> <p>ECI – Total credits attempted: 347                      Total incompletes / Missed credits: 6                      Students Graduated: 20/20</p> <p>Elton – Total credits attempted: 843                      Total incompletes / Missed credits: 17                      Students Graduated: 45-47</p>	<p>*Teachers will adhere to Guidelines for best practices</p> <ul style="list-style-type: none"> <li>-course outlines will reflect Grading Guidelines</li> <li>-reporting / marks will reflect Grading Guidelines</li> </ul>	2013
	M. Janssen Assessment Cttme	*Committee work will continue	<p><i>*Committee work on hold until Minister’s announcement re: Provincial report cards and “0” for late assignments</i></p> <p><i>*Committee has reconvened. Four meeting dates were set. Committee met Jan. 24 &amp; Feb. 24</i></p> <p><i>*Draft Assessment policy, grading guidelines, and assessment procedures shared and discussed with RREAL Team March 22<sup>nd</sup></i></p>	<p><i>*Grading guidelines will be complete</i></p> <p><i>*Assessment policy will be complete and in compliance with Manitoba Education Policy</i></p> <p><i>*Grading guidelines and assessment procedures will be complete and in</i></p>	2011

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
			<p>*Assessment Policy to be brought to Policy Meeting on June 20 for review, and ready for Board approval and Division-wide implementation in September 2012.</p>	<p>compliance with Manitoba Education policy</p>	
	<p>G. Butler</p>	<p>*Review possibility of implementing "PowerSchool"</p>	<p>*PowerSchool has been purchased and is currently being implemented (completion date: Nov. 20)</p> <p>*Will be able to use for reporting by 2nd semester</p> <p>*PowerSchool is in place for high schools beginning semester 2</p> <p>*Principals &amp; H/S secretaries trained (March)</p> <p>*Staff P.D. for 4 high schools has occurred</p> <p>*Teachers now "live"</p> <p>*Parent &amp; student portals now accessible</p> <p>*Powerschool in place in Sept for all schools (colonies excepted - implementation will take place in fall term)</p> <p>*Powerschool training for elem secretaries and principals in August / September; Powerteacher training for teachers also in fall</p>	<p>*All schools/teachers will use PowerSchool / PowerTeacher</p> <p>*All students' records (attendance, marks, assignment completion, etc) will be current &amp; up-to-date</p>	<p>2012</p>
	<p>M. Janssen</p>	<p>*Continued implementation of Reading Recovery</p>	<p>*Erickson Elementary (.5 FTE) - 4 students</p> <p>*Rivers Elementary (.25 FTE) - 2 students</p> <p>*Tanner's Crossing (.25 FTE) - 2 students</p> <p>*Div's Reading Recovery (RR) teachers attended National RR conference in Columbus, Ohio (February)</p> <p>*Erickson Elementary – 4 students (current) on track</p> <p>*Rivers Elementary – 2 students referred for long term resource 2 students (current) on track</p> <p>*Tanner's Crossing – 1 student carried over from last year – exit at level 1 student referred for long term resource 2 students (current) on track</p> <p>*Erickson Elem – worked with a total of 5 students over the course of year: 2 students discontinued; 2 students referred for Resource intervention; 1 student carried over</p> <p>*Rivers Elem – worked with a total of 5 students over the course of year: 4 students discontinued; 1 student referred; no carry overs; 6 students in Grade 2 monitored – all are reading at Level 23+ (at or above grade); 3 students made gains in their writing (all students are average or above)</p> <p>*TCS – worked with a total of 5 students; 3 students discontinued; 1 student referred for Resource intervention; 1 student moved away.</p>	<p>*Approx. 6-8 students in Gr. 1 at Erickson Elem. will, as a result of the intervention, be brought up to the average reading level for their grade</p> <p>*Approx. 4-6 students in Gr. 1 @ Rivers Elem. &amp; at TCS will, as a result of the intervention, be brought up to the average reading level for their grade</p>	<p>2011</p>

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
	M. Janssen	*Continued implementation of SuccessMaker as a supplementary resource program for students identified as needing supports	*All Early Years schools using program *Program currently under review by M. Janssen/L. Martin for maximized effectiveness *Report pending (Dec. 8 Mtg) *Most recent update of last "generation" of SuccessMaker has been installed in all schools and is being used *All Resource teachers and Educational Assistants involved with program implementation have received P.D. on update *Pilot of new "generation" to be run 3 <sup>rd</sup> term: K-4 Erickson Elementary 5-8 Douglas Elementary 9-12 Minnedosa Collegiate *Pilot was not run; will be implemented in fall and will be monitored for effectiveness of intervention	*Increased scores in reading &/or math strands *Ability for students to transfer skills into regular classroom work/assignments	On-going
<b>Goal</b> <b>Teachers will implement effective assessment practices for, as and of learning to ensure student success</b> <b>Priority #4</b> Professional Growth and Staff Development	M. Janssen L. Peters B. Lee	*RREAL Team (2 sessions on "assessment")	*First session completed at Oct. 21 RREAL Team Mtg - "Essential Outcomes" *March 22 Session: review draft assessment policy, grading guidelines and assessment procedures *Draft policy will be ready for distribution for August RREAL Team meeting	*Principals will be able to recognize & articulate good assessment practices	2011 (On-going)
	M. Janssen Principals	*Possible joint HS P.D. in Nov. (H/S Principals facilitating) *H/S teachers → "Essential Outcomes" principals will facilitate Subject Groups	*Nov. 12 - joint H/S P.D. on "Essential Outcomes" *"Essential Outcomes" work started at Nov. 12 workshop; grade groups to be scheduled to continue work *Feb. 28 H/S P.D. continued work around assessment-grading guidelines and essential outcomes *Some subject groups (eg. ELA & Chem) – additional meetings scheduled to continue "Essential Outcomes" work *Grade 12 ELA and Grade 9 Social Studies complete. Will continue this work in early September for use in 1 <sup>st</sup> semester.	*Principals will be able to accurately evaluate teachers ability to assess students *Grades will reflect student achievement in meeting the outcomes, based on summative ("assessment of") information only	2011 (On-going)

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
	M. Janssen Asst. Cttme	*Assessment Cttme members (2-3) will attend Assessment Conference in Calgary (October) *All members of cttme will attend Damian Cooper workshop (Feb)	*Did not occur  *Five members of assessment committee attended; an additional four staff from MCI and one from RCI were also in attendance *Contact has been made with D. Cooper re: multi-year project with our division. Details still pending. *No further action to date.	*Assessment committee members will facilitate PD sessions/books studies, and will serve as "learning leaders" in the area of assessment	2011 (On-going)
	M. Janssen Asst Cttme	*Book studies (assessment)	*Has not yet been scheduled *Deferred to 2011-12	*Teachers will implement a number of "assessment as" strategies	2012
	M. Janssen K. Harrison T. Kingdon	*Continued PD in First Steps in Math (Gr. 7/8)	*Dates set: Nov. 23; Jan. 20; Feb. 17; Mar. 3 (if needed) *Course complete (3 sessions) *Positive feedback – teachers indicate that this will be a useful diagnostic tool. Several requests for supplementary resources and follow-up P.D. *T. Kingdon to attend follow-up facilitators' session in May *Planning for consolidation meetings (Gr. 4-8 teams) for next year. Implementation of "Numeracy Nets"	*Teachers will accurately diagnose & assess learning gaps in math in order to inform instruction	2011



## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Resource Teachers will write clear concise IEPs</b> <i>Priority #2</i>	L. Martin	*Review how to write SMART outcomes *1/4 day practice at each Resource meeting *Individual support by Student Services Coordinator as needed	*Resource Teachers demonstrate understanding of required plan *Committee set with reps from Early, Middle and Senior Years *Develop plan for improving writing outcomes *Individual support of SSC provided at Team Mtg *IEPs reviewed at every school *New draft template in progress for use May/June – planning for 2011-12 school year *June 9-Review & reporting process complete with feedback on old IEP template *New template in schools *Participating in meetings ...focusing on writing good outcome	*Resource Teachers write SMART outcomes *Classroom teachers will implement IEPs and track student outcomes	end of each school year
<b>Resource Teachers will understand and use the “Bridging to Adulthood” document – Priority #2</b>	L. Martin	*Manitoba Education consultant presents document *Review document & discuss strategies for use *Individual support by Student Services Coordinator as needed	*Interest high for Dec. 7 presentation *20+ attended *impacting programming *Adult Services worker attending meetings	*Students with special needs are transitioned to appropriate agencies & services upon leaving high school	June 2011
<b>Life Skills program at Elton Collegiate will include J.H. students</b> <i>Priority #2</i>	L. Martin M. Janssen	*Review and compile data collected from spring 2010 regarding students who qualify for Life Skills *Budget proposal developed for 2011-2012 year	*2 JH students currently participating in Life Skills program *Met 3x with Elton Principal *Incomplete – need another year	*JH students with highest needs will attend Life Skills at Elton Collegiate 1X-2X/week *Budget proposal for J.H students developed for 11/12	June 2011
<b>Resource Teachers will be able to program for Life Skill students</b> <i>Priority #2</i>	L. Martin M. Janssen	*Facilitate a workshop for a program planning for Life Skills students	*Workshop provided by Fort la Bosse S.D. attended by 4 staff members *Workshop provided by Beautiful Plains S.D. attended by Student Services Coord. & Administration *Life Skills goals being set in IEPs	*Programs for Life Skills students will be in place when in their home schools	June 2011
<b>Teaching staff will know when to use “M” designation</b> <i>Priority #2</i>	L. Martin	*Inservice Resource Teachers & Guidance Counsellors *Inservice RREAL Team *Resource Teacher Team develop short presentation *Inservice respective schools staff	*Resource Teachers - "M" designation reviewed & discussed on Sept. 29 - follow-up in 2 schools by Student Services Coordinator *Guidance Counsellors - "M" designation review and discussed at Sept. mtg *Reviewed again *Applied to individual students through team meeting process *Complete	*"M" designation will be used in accordance with Prov. Guidelines	June 2011
<b>School personnel will understand role of Student Support Facilitator (SSF)</b> <i>Priority #3</i>	L. Martin M. Janssen	*Discussion, based on guiding questions, between SSF & Principals *SSF job description will be updated *Clarify & explain SSF role to respective schools' staffs	*Met with Student Support Facilitator 2x *Reviewed job description *Developed a draft updated job description *Review with Administration scheduled for June 17	*Student Support Facilitator will carry out duties as per their job description	June 2011

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Appropriate band width and technology for student learning</b> <i>Priority #2</i>	G. Butler	*Purchase netbooks for every student in Grades 4-8 at Onanole Elem. School *Will determine how RRSD can support One to One Technology	*Netbooks are in, but not in the school yet *Netbooks installed, students are in the process of learning FirstClass, creating folders on the network. *Day with the Grade 7 & 8 Students. Students and teachers are integrating the technology into all classes. Still working with students and staff on the correct way to maintain the systems.	*When technology does not interrupt instruction	Spring 2011
	G. Butler	*Creation of Outcomes based reports in Maplewood or PowerSchool - Technology Dept collaborate with Assessment Cttme *Outcome based electronic report cards will be developed	*Has been put on hold until the release of more information regarding provincial Report cards.	*Outcomes based electronic reporting system complete	2010-2011
	G. Butler	*Tender for the creation of a WAN *Contractor hired *Wide Area Network Towers built	*RFP is Due Nov. 05 *In the process of negotiating with one Vendor *Hope to have a deal done and digging started by July	*Towers standing *Cable in the ground	Fall 2010
<b>Teachers will use technology for teaching &amp; reporting</b> <i>Priority #4</i>	G. Butler	*2 days for new teachers and administration on inquiry based learning *Teachers will infuse technology to support Student Centered Activity based classrooms *Inquiry based learning lesson plan development *P.D. for staff - Blogs, Wikis, Tweets, Creation of Personnel Learning Networks *Working with MCI staff to integrate LICT skill in ALL courses (pilot) *In school PD opportunities to develop interactive lessons *2 days for new BATL teachers *2 days of workshops in First Class *Install 5 to 6 New BATL Classrooms	*2 day workshop has been completed for new teachers *Some New BATL equipment installed  *Workshop has been done with Onanole staff and students – focus on FirstClass in the classroom.  *Jodi conducted SmartBoard workshops after school. *Grant worked with teachers on PowerTeacher and using the grade book program.	*Lesson plans will reflect Inquiry based learning *Teacher creation of Blogs, Wikis and Tweets by 20% *Course outlines will reflect integration *Students will use technology in ALL courses *Lessons will be posted for other teachers to use *Equipment installed and working	2010-2011
<b>Communication will improve between schools, parents and students</b> <i>Priority #3</i>	G. Butler	*Improve access and information found on the parent portal *Teachers use FirstClass to share information, and use the communication features found in FirstClass	*2 workshops have been done in schools for students using First Class *PowerSchool Parent Portal is up and running in the 4 high schools. Letters have been sent to parents.	*Number of parents requesting access increased to 20% *Number of students access and using FirstClass to communicate with staff from grade 9-12	2010-2011

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Install Wireless access points in 5 schools</b> <i>Priority #2</i>	G. Butler	*Wireless access in schools *Evaluation and tender for wireless in the schools. A system where students can bring their own devices to school.	*Hardware is in but not installed  *Hardware installed, tested and working in TCS, MCI, ECI, Elton, RCI. MCI will pilot student access with their Devices.	*Installation of Wireless systems in schools	Spring 2011
<b>Reduce amount of paper being used in schools</b> <i>Priority #</i>	G. Butler	*Paper light in schools – working with schools to go paper light	*2 workshops given on creating workspaces and ways to reduce paper in schools *Workshop with Elton Collegiate and Onanole schools.	*The amount of paper being used in the school has been reduced - lower our paper costs	Spring 2011

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the data / initiative expected to be completed?)</i>
<b>Bellamy will be operating</b> <i>Priority #5</i>	K. McNabb L. Good R. Adams	*Implement the Bellamy payroll and accounting software program *Provide training for office staff *Implement additional modules of Bellamy software program - work order - inventory - human resource management - budget	*Have held first meeting with Bellamy regarding implementation. Discovery meeting to be scheduled in the next month. Initial timeline is to implement Accounts GL in Feb / March 2011- Payroll in March / April 2011. *Completed GL/AP training –“Golive” March 25, 2011 for GL. Payroll – implemented in May 2011. *Bellamy payroll implemented in May – HR, Self Service and Inventory programs still to implement. Will develop RRSD manuals in the summer. Will complete refresher training for Secretaries in August 2011.	*Division accounts & payroll are Bellamy run *Additional modules of Bellamy are working	2010-2012
<b>Comprehensive Inventory Management system will be operating</b> <i>Priority #3</i>	K. McNabb G. Butler L. Good	*Implement a comprehensive Inventory Policy and Procedure/Regulation *Implement Bellamy Inventory Management System Software *Develop procedure for inventory management	*Policy information reviewed draft policy to be presented to committee in Spring 2011. *Will review features of Bellamy Inventory program during the summer and draft a policy and procedures for a review and approval in the fall 2011.	*Inventory system will effectively track goods acquisition, consumption and disposal *School staff will be following policy/regulations	2010-2011  2011-2012
<b>School staff will accurately complete GST claim process</b> <i>Priority #5</i>	K. McNabb L. Good	*Develop an accountable school GST claim process for funds *Audit project data from MCI *Develop guidelines based on the audit process *Secretaries will be trained and guidelines added to the School Funds Manual *Expand the GST claim process to the other schools in 2011-2011	*Data is being collected at MCI *Revise timeline: Audit of data during the summer and fall 2011. Develop guideline in 2011 -2012 Expand the GST claim process to the other schools in 2011-2011	*Audit of GST claims accurate and will provide reduced expenditures from School funds *GST claims processed accurately	2010-2012
<b>Division communication will be efficient with minimal duplication</b> <i>Priority #3</i>	Sr. Adm. G. Butler L. Good	*Complete a review of all Administrative and Human resource forms, procedures, manuals, processes *Organize in a central and accessible system *All Administrative forms will be centrally organized in a coordinated system	*Have held a meeting with a consultant from Brandon regarding development of a new system to manage Divisional forms. They are reviewing our needs and will provide a report / proposal and cost estimate. Revised timeline for change is for the 2011-2012 school year. *Consultant has presented a draft program to develop & store forms – next step is to assess the program & review Division needs. *Meeting to review Division needs June 20. Meeting with Consultant June 27. Revise timeline for implementation to 2011-2012 school year.	*Administrative and Human Resource practices will be centrally located, user friendly and used as per policy/regulation	2010-2011
<b>Sustainable Development will be included in Business and Administration</b> <i>Priority #6</i>	Sr. Adm.	*Integrate Sustainable Development principles as a common practice in the Divisional review of Policies	*Policy Review ongoing	*Policies and procedures / regulations will include principles of sustainable development philosophy	2011-2016
	K. McNabb L. Good	*Review Division Office Operations re: Sustainable Development practices *Develop and implement practices that support sustainable development	*Ongoing in 2011-2012	*Division Office operations will have incorporated sustainable development practices	2011-2012

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the data / initiative expected to be completed?)</i>
<b>All worksites in the Division will comply with WSH regulations</b> <i>Priority #1 &amp; 6</i>	K. McNabb	*Analyze results of Science Lab survey and develop a plan to address deficiencies	*Fume hoods to be replaced in all high schools *Science teachers provided online WHMIS training *Fume hood replacement planned as part of Capital D	*Areas of deficiencies identified will be resolved	2010-2011
	K. McNabb	*Develop and implement positive options for training and development in safe workplace practices *Training opportunities will be provided to staff and WSH Committee members *Safe Work manuals will be updated	*Online WHMIS training purchased. Info to be distributed to school staff to complete. *First Aid training for bus Drivers to take place November 19, 2010	*Bus Drivers will all be trained in First Aid *Science teachers, Custodial, Maintenance and Mechanic staff will maintain WHMIS certified status	2010-2011
<b>The Division will be well prepared for declining enrollment</b> <i>Priority #5</i>	K. McNabb	*Complete an analysis of the cost of operations of small school versus consolidation of school spaces to support analysis of options *Present findings to the Board		*The Board will have a plan for declining enrollment	2011-2012

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Transport students safely</b> <i>Priority #4</i>	D. Tesarowski	*Monitor drivers throughout the year (twice each) *Carry out spot check reviews of bus routes *Visit schools	*Several schools checked for supervision, loading and unloading- 7 drivers followed and checked for correct procedures *12 drivers spot checked, 10 schools checked for loading or unloading practices *31 of 35 drivers spot checked - All School checked	*Correct procedures for loading, unloading & transportation of students are followed	On-going
	D. Tesarowski B. Hildebrand	*Annual inservice training day *First Aid Training for all bus drivers	*First Aid Training Nov. 19/10	*All bus drivers have First Aid training	Nov-2010 Completed
<b>Transport students efficiently</b> <i>Priority #5</i>	D. Tesarowski	*Investigate software programs *Investigate use of electronic mapping *Map Division electronically re: bus routes *Monitor routing and overlap of travel *Develop alternative bussing options	*Routing not completely reviewed yet *Pick-up times review completed – handed in to Senior Admin.	*Decision to use electronic mapping or continue with current system *Most practical bus routes within 1 hour ride time for students	May 2011 Completed for 2010-2011
<b>Have sufficient staffing for transportation services</b> <i>Priority #5</i>	D. Tesarowski M. Bukarz	*Advertise *Approach individuals	*Have completed training on 2 new bus drivers *3 drivers now trained and working. 4 others in the process of being trained *4 now trained – 3 others in the process of being trained – 2 route vacancies advertised for Sept 2011.	*Five new fully trained bus drivers/yr	On-going
<b>Maintain an operational fleet of buses</b> <i>Priority #5</i>	D. Tesarowski	*Locate, research & purchase appropriate equipment & truck *Continue with current cycle of bus replacement	*New tow truck complete and has been used *The tow truck has been used several times and has worked well *Three 52 passenger IC buses ordered for next year	*Newer tow truck *New buses	2010-2011 Complete

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Improve aesthetics &amp; safety of building exteriors</b> <i>Priority #1</i>	L. Dobreen Contractor	*Tanner's Crossing Eavestrough - received 3 price quotations - awarded contract to Able Eavestroughing *Replace MCI steps & landing - received two price quotations - awarded contract to CV & Son Construction	*Completed in Sept/2010  *Completed in Aug/10	*Work to commence in July - Eavestroughing will be installed  *Work to be completed by August 15/10 - steps will be replaced	Summer 2010
	L. Dobreen Mtce Staff	*Repair Forrest Elem. Sidewalk - Len & Fred will discuss what we need to do to fix the problem	*Mtce Dept completed Aug/10	*Safe & level sidewalk	Summer 2010
	L. Dobreen Mtce Staff	*Replace Erickson Coll. sidewalk & parking lot - Len, Fred & Darrell have discussed what action we need to take	*Replaced parking lot rail & removed side walk	*Sidewalk is replaced	Summer 2010
	L. Dobreen Mtce Staff Contractor	*Playground Improvement for Rivers Elem. - We have ordered Phase II of the structure & will install this fall. Working with parent group.	*Completed end of Sept/10	*Playground installed	Sept/Oct 2010
	L. Dobreen Mtce Staff	*Correct Rivers Coll. Drainage issue on bus drop off area - Len & Fred to visit site and determine what needs to be done	*Jack hammered out old side walk & landing *Raised new landing & sidewalk so water does not pond here anymore	*Water will drain from bus drop off area	Summer 2010
	L. Dobreen	*Repair Tanner's parking lot - talk to a paving company to see what our options are - make recommendations to Sr. Adm.	*Once snow melts will talk to Zenith Paving	*Tanner's Parking lot repaired	2010-2011
<b>Improve aesthetics &amp; safety of building interiors</b> <i>Priority #1</i>	L. Dobreen Contractor	*Elton Coll. Fire Alarm upgrade - tender has been awarded to John's Electric *Build a new canteen in MCI - working on material list *Plan to relocate existing canteen while we build new one	*Work completed in August/10 *Started MCI canteen renovation. Will try to have completed by Sept/2011	*Work to be completed in July & August *Students & staff using new canteen	Summer 2010  2010-2011
	L. Dobreen	*Install suspended ceiling in Erickson Elem. Hallway - material ordered and to be delivered to school first week of July	*New ceiling & lights installed by Mtce Dept. in July/10 - Looks Great!	*New ceiling will cover up computer wiring in hallways	Summer 2010
	Mtce Staff	*Install at Rapid City a control system for AHU's - ask for quotations - hire company to do work	*Have contacted Integrated Controls for a price quotation	*Save energy costs & more accurate heat control in building	2010-2011
	L. Dobreen Jenkins Carpet	*Tanner's, Erickson Coll., Rivers Coll. Flooring replacement - have met with Jenkins, all rooms measured, price quotation received	*Tanner's completed 2 classrooms, RCI completed one classroom, ECI completed front entrance (contracted by Jenkins Carpets)	*Floors installed	Summer 2010
	L. Dobreen Painter	*Painting in schools - plan discussed - painting at RCI this summer - MCI next on list	*Completed, we are now painting ECI as MCI is short classroom space to accommodate painting program	*RCI will be completed	Summer 2010

## ROLLING RIVER SCHOOL DIVISION ACTION PLAN - 2010-2011 to 2012-2013

<b>Goal / Initiative</b> <i>(What specifically are you trying to improve/achieve to move the priority forward?)</i>	<b>Team Leaders</b> <i>(Who will lead the initiative)</i>	<b>Strategies / Activities</b> <i>(What actions will be taken?)</i>	<b>Trimester Progress Reports</b> <i>(Evidence of progress / data to date?)</i>	<b>Indicators of Achievement</b> <i>(What are the expected outcomes?)</i>	<b>Target for Completion</b> <i>(When is the goal / initiative expected to be completed?)</i>
<b>Submit a plan for Division Office, Trspt, Mtce Facility</b> <i>Priority #5</i>	Sr. Adm. Operations Cttme L. Dobreen	*Investigate Options re: current building, other sites	*Reg & Len looked at the Govt Building located in Minnedosa	*Bring forward recommendation for future	2010-2011
<b>Water and Sewer Replacement</b> <i>Priority #5</i>	L. Dobreen K. McNabb	*Complete Water and Sewer replacements in Elton Collegiate and Rivers Collegiate	*Hired H.S.B. Eng. to begin plans & specs for Elton Coll. - looking at tendering this spring with work to commence in July/Aug 2011 *Have plans & specs, ready to tender *Tender awarded to Neepawa Plumbing & Heating. Work to start June & will be completed by August/2011.		2010-2017
<b>Water System Upgrades</b> <i>Priority #5</i>	L. Dobreen K. McNabb	*Water filtration system at Douglas School *Public Water system installations at schools in Forrest and Onanole. (RM project)		*Filtration system is installed as required by Manitoba Water Stewardship *Public water system is installed as per the plans implemented by the RM of Park and RM of Elton	2010-2011
<b>5 Year Capital Plan for RRSD facilities</b> <i>Priority #5</i>	Sr. Adm. L. Dobreen	*Meet with Reg, Marg & Kathy *Discuss needs of our schools, structural, roofing, access, mechanic addition & renovations	*Plan to relocate Nursery School from MCI to Tanner's. Contract has been awarded, work is in progress. *Nursery School room has been completed at Tanner's.	*5 year plan complete & submitted *Nursery School to be completed by June 15, 2011	Summer 2011
<b>Custodians &amp; Mtce staff will become more knowledgeable in safety procedures</b> <i>Priority #4</i>	L. Dobreen K. McNabb	*Will be looking into WHMIS on-line training *Asbestos training for Mtce Staff - secure instructor *Set dates for P.D.	*WHMIS on-line training has been completed by some employees *All staff to have completed by end of June/2011.	*All maintenance staff is trained	2010-2011