

# SCHOOL DIVISION PLANNING REPORT 2011-12

Divisions are required to provide the information for all four reports: 1. The School Division Report; 2. The Student Services Report; 3. The Categorical Grants Report; 4. The Finance Report on Categorical Grants.

<b>Step 1</b>	<b>Identification</b>		
	Name of School Division <b>Turtle River School Division</b>	Name of Superintendent <b>Bev Szymesko</b>	Date Report (yyyy/mm/dd) 2011/10/30

<b>Step 2</b>	<b>Division Profile</b> (Provide the staffing numbers in the following roles using FTE as of Sept 30th.)						
	Teachers <b>62</b>	Counselors <b>0</b>	Resource Teachers supporting general education classes <b>5.25</b>	Teachers (RT or Spec Ed supporting special needs (low-enrollment) classes) <b>0</b>	Educational Assistants <b>49</b>	Speech/Language Pathologists <b>0.45</b>	Reading Clinicians <b>0</b>
	Occupational Therapists <b>2 on a part-time basis through Parkland Children's Therapy Initiative</b>	Physiotherapists <b>1 on a part-time basis through Parkland Children's Therapy Initiative</b>	Psychologists <b>1 part-time on a contract for services basis</b>	Social Workers <b>1</b>	Other Professional Staff		

<b>Step 3</b>	<b>Planning Process</b>	
	What is the Division's Mission Statement <i>Turtle River School Division's mission is to assist students to reach a high degree of self-actualization to become both self-sufficient and contributing members of society.</i>	
	List or describe factors that influenced to your priorities <b>Curriculum demands</b> <b>Technology which is ever changing</b> <b>Needs of schools/students</b> <b>Demographics</b> <b>Social Justice/Environmental Awareness</b>	
	Describe the planning process and the involvement of students, staff, families and the community. <b>What data was used?</b> <b>Administrators discussed school goals with staff members at staff meetings and parents at PAC meetings. The trustees, administrators, and senior administration asked a representative from Manitoba Education Citizenship and Youth to meet with us and guide us through the planning process. Under his direction we narrowed down our priorities to three priorities. However over the last year we have added a fourth priority. The trustees and administrators were broken into four sub-committees to discuss and create a plan to address each of the priorities. The division priorities were shared with student bodies, parents, parent groups by administrators and trustees. Our division plan is posted on our division website. In total we met four times to complete this planning for the division. Decisions were made by collaborating within priority groups and within the committee as a whole.</b>	Who was involved?  How often did you meet?  How were decisions made?

<b>Direct inquiries about all Reports to:</b> <b>Larry Budzinski</b> Email: <a href="mailto:Larry.Budzinski@gov.mb.ca">Larry.Budzinski@gov.mb.ca</a> Room 411 27-2 <sup>nd</sup> Ave S.W. Dauphin, MB. R7N 3E5 Phone: 1- 204-572-5117	DUE DATE: OCTOBER 30, 2011	Please submit completed Reports to Kim Warelis at: <b>Email:</b> <a href="mailto:Kim.Warelis@gov.mb.ca">Kim.Warelis@gov.mb.ca</a> or <b>Fax:</b> (204)622-2260 <b>Mail:</b> Program & Student Services, Room 411 27-2 <sup>nd</sup> Ave. S.W., Dauphin, MB R7N 3E5 Electronic submissions are preferred. Divisions wishing to participate in the school report database project are asked to submit their plans using the link from our website. More information is available at < <a href="http://www.edu.gov.mb.ca/K12/specedu/pie/index.html">www.edu.gov.mb.ca/K12/specedu/pie/index.html</a> >
--	----------------------------	--

**SCHOOL DIVISION PLANNING REPORT 2011-12 Cont'd**

	<b>Division Priorities</b>
Step 4	1.Retainment and Recruitment of Staff and Students
	2.Technology
	3.Healthy and Safe Schools
	4.Sustainability

Previous Years Report. Please comment on successes and progress towards meeting previous division plan outcomes.		Enter First letter to "D"iscontinued "O"ngoing "M"et
Outcomes targeted	Results (end of year status, data or anecdotal evidence)	
1.Recruitment and Retention of Staff and Students	<p>90% retention was met.                      School division sponsored a luncheon honouring years of staff commitment.                      Administrators modeled and encouraged staff participation in local school events.                      Peer coaching was effective in some schools                      Superintendent attended the Brandon Career Symposium                      Web-page advertising surpassed the expectations of 10%                      Several teachers took advantage of early resignation incentive.                      School board gave each graduate receiving the Governor General's Award \$200 and graduates who attained an 80% average or better received \$100.                      The school board funded students involved in sporting events at the provincial level.                      To do: track the students who are leaving the division.</p>	O
<p>2.Expand the capability of LwICT Services through the use of LwICT Mentors at each school site                      Offer WebCT or similar delivery mode courses for high school students                      Utilize electronic communication tools to enhance teaching and learning.                      Expand the use of wireless technology to all classrooms                      Draft a Divisional Technology Plan as a discussion tool for refinement and revision</p>	<p>Lots of progress with LwICT but still ongoing</p> <p>Offered three courses by video conferencing.</p> <p>Classroom websites were created to communicate with students and parents</p> <p>Three schools have wireless labs.</p> <p>DTP draft is complete</p>	O
3.Increase the number of students who feel safe at school.	<p>Bullying surveys were completed and staying away for safety/bullying reasons doesn't seem to be an issue.                      We are in the process of compiling a list of the reasons for suspensions and detentions.                      Each school did not implement a social skills program in its entirety, but many classrooms followed a social skills program.                      Age appropriate presentations by Dr. Mary Hall and Greg Wood were very successful. Asset-building workshops with Andrew Sedley were not as successful due to the stormy weather.</p>	O

**2011–2012 Division Plan**

For examples, see the school planning website at <http://www.edu.gov.mb.ca/k12/specedu/pie/index.html>

<b>Expected Outcomes</b> What specifically are you trying to improve for students? (Observable, measurable)	<b>Indicators</b> How will you know you are making progress?	<b>Strategies</b> What actions will you take ?	<b>Data Collection</b> How will you collect evidence of progress?
<p>1.By June 2012, the division will have retained 90% of their existing staff - not including retirements, illness, or maternity leaves.</p>	<p>Staff turn-over rates will decrease</p> <p>Staff attends group area meetings</p> <p>Attending events such as Christmas concerts, graduation ceremonies, sporting events, and other school sponsored events.</p> <p>Feedback via evaluation, surveys</p>	<p>Supper meetings and special area group meetings which will provide a sense of community.</p> <p>Social events to encourage a sense of community</p> <p>Opportunities for professional growth</p> <p>Peer coaching (release time for new teachers and veteran teachers.)</p> <p>Substitute costs paid for, use of division car, cost of professional development fees reimbursed</p>	<p>Track number of staff leaving the division and their reasons.</p> <p>Exit interviews - Superintendent will record data from exit interview.</p>
<p>By June 2012, the division will have filled all professional staff vacancies.</p>	<p>Division will have received 10% or more resumes for positions posted.</p> <p>Positions will be filled quickly</p>	<p>Team (superintendent and staff member) will attend Career Symposiums in Brandon to recruit prospective employees.</p> <p>New Video and PowerPoint will be designed and developed to attract new staff members</p> <p>Web Page Advertising – for positions for student teachers On-line application Web site advertising for positions on applytoeducation</p> <p>Financial incentive to cover travel cost (\$500 max) of prospective employees</p> <p>Early resignation incentive (March) of \$500</p> <p>Advertise only in major newspapers (Winnipeg, Brandon)</p> <p>Advertise on clinician association websites</p>	<p>Collect data on how applicants found source</p> <p>Web page site counter</p>

Step 6

<p>2. Integrate new technologies into classroom teaching and learning (projectors, digital probes, cameras, SMART Boards, laptops, wireless devices, etc.)</p> <p><i>Our complete Information and Communications Technologies (ICT) Strategic Plan is available upon request.</i></p>	<p>Implementation of mobile labs (laptop carts)</p> <p>Staff and students will use computers more frequently, more effectively</p> <p>Every classroom will have a Smart Board</p> <p>Our division wireless technology will work effectively for staff and students</p> <p>Staff communication will utilize electronic means greater than paper</p> <p>Teaching is interactive and engaging to students</p>	<p>Division website will provide staff greater access to the network data base, resources, and communication.</p> <p>DTC will identify emerging technologies.</p> <p>Mobile labs will be installed in schools</p> <p>SMART Boards will be installed in classrooms</p> <p>Training in technology will be available after school with the divisional computer consultant</p> <p>Smart Board Training/PD will be provided</p> <p>Wireless/Internet network speed infrastructure and data rates will be increased</p> <p>All professional staff will be given a laptop to use</p> <p>Grade computer (laptop) implementation will be explored</p> <p>Schools will purchase more software for use in the classroom and computer labs</p> <p>Courses will be offered using Polycom</p>	<p>Regular use of technology in the classroom.</p> <p>Increase on website traffic and usage</p> <p>Staff will receive certification in technology training (e.g. Smart Board Level 1 &amp; 2)</p> <p>Courses will run using the Polycom system. Staff will use the Polycom to have meetings remotely.</p> <p>Student technology vocabulary will be noticeably increased</p>
<p>3. Using a spring 2009 survey as a baseline, we wish to increase the number of students who feel safe at school by 5%</p>	<p>Fewer acts of physical aggression.</p> <p>Increased student attendance.</p> <p>Decreased number of suspensions.</p> <p>Higher course completion success rate</p> <p>Larger number of students will identify feeling safe</p> <p>School bullying will decrease</p> <p>Increase in student engagement</p>	<p>Increase in school and division engagement opportunities/activities</p> <p>Division Social worker will provide counseling and class discussions using various programs such as Character Education, 2<sup>nd</sup> Step, Play Therapy, Sandbox Trays, etc...)</p> <p>Respect in Schools will be implemented in the schools for all division staff and students</p> <p>Spring 2009 survey of students regarding school safety followed by a spring survey each year. Survey the administrators to identify a social skills program they are interested in implementing. Committee will arrange for a presentation on these programs to better inform all administrators at a principal's meeting.</p>	<p>Bullying Survey results</p> <p>Number of suspensions</p> <p>TTFM results</p> <p>Attendance data</p> <p>Increase in student engagement and participation in all school activities</p>

Each school will commit to implementing a social skills program such as:

- Conflict Managers
- Four Pillar Program
- T.A.G.

Training costs will be purchased using decentralized school budget funds.

Identify staff who have taken non-violent crisis intervention

Train one staff member from each of the 4 larger schools to be a trainer.

Each trainer will train 4 or 5 staff members in each school in non-violent crisis intervention.

On an annual basis, all students will attend an age-appropriate presentation or cooperative activity which addresses any aspect of school safety or social skill development that articulates with the school's social-skill-development program. This presentation will be paid for directly by TRSD.

Parents will be informed of Safe/Healthy Schools programs implemented in each school at Celebrating Community" events such as "Math Night".

On an annual basis, all students will attend an age-appropriate presentation or cooperative activity which addresses any aspect of school safety or social skill development that articulates with the schools' social-skill- development program. This presentation will be paid for directly by TRSD.

**Parents will be informed of Safe/Healthy Schools programs implemented in each school at "Celebrating Community" events such as a "Math Night".**

<p>4. Elementary students will increase the number of healthy snacks they have weekly by 10% by June 2012.</p>	<p>Students will bring healthier snacks and lunches</p> <p>Students will be more active.</p>	<p>Snack exchange program (students trade an unhealthy snack for a piece of fruit)</p> <p>Breakfast program with nutritious items.</p> <p>Providing more healthy choices in vending machines.</p> <p>Providing more healthy choices in the canteen. Snack cart selling fruit, vegetables, yogurt, muffins, etc.</p> <p>Nutrition lessons in class</p> <p>“Healthy snack” draws where each student puts his/her name on a ballot each time he/she has a healthy snack. Draws would be made weekly or monthly depending on the school.</p>	<p>Student snack trading will decrease in quantity as students begin bringing healthier snacks</p> <p>Ballots would be sorted after each draw and the number of ballots for each person would be recorded.</p>
<p>5. To equip students &amp; staff with the knowledge, skills, values, attitudes, and life practices that contribute to a sustainable future.</p>	<ol style="list-style-type: none"> <li>1. Students will participate in sustainable development projects throughout the school.</li> <li>2. Schools will participate in and encourage student initiated and student directed activities for sustainable development.</li> <li>3. Increase in student initiated ESD activities.</li> <li>4. Increase in school staff initiated ESD activities.</li> </ol>	<p>A division ESD committee consisting of one staff member from each school, a trustee, and the transportation /maintenance supervisor will be created to help guide school committees and distribute information.</p> <p>Schools will form student social justice committees</p> <p>Schools will form student sustainability groups</p> <p>Schools will apply for ESD Grants</p>	<p>The committee will meet once per term to share ideas and evaluate progress.</p> <p>Schools will report ESD activities and student participation.</p>

			Staff members can model sustainable practices (recycling, flowers, tree planting, composting, community garbage clean-up, highway garbage clean-up, litter-less lunches, etc...)	
			Each school will have an ESD committee to explore and initiate planning.	School ESD committees will meet every other month.
			All schools will identify and carryout at least one project that targets ESD each year.  Articles will be written and submitted to local newspaper and place on division website	Published articles used as artifacts
			Workshops/Information sessions/Professional development will be organized for students and staff.	As applicable.
			ESD information and grant applications will be posted on Teaming	Approved grants will be followed
6. Sustainability principles will be applied to all aspects of facility/operations management, procurement and resource use	<ol style="list-style-type: none"> <li>1. Students, staff, and schools will demonstrate the 3 Rs (reduce, reuse, recycle) wherever possible.</li> <li>2. Sustainable principles will be applied to the design, construction, and renewal of school buildings.</li> </ol>	<ol style="list-style-type: none"> <li>1. Electronic media will be used for documents including publication, distribution and storage as appropriate.</li> <li>2. Two-sided printing will be required where appropriate.</li> <li>3. The division will explore software solutions that would limit the number of printed pages per user per time period.</li> <li>4. Electronic devices will be disposed of in an environmentally friendly manner.</li> <li>5. All waste will be minimized and will be salvaged for recycling.</li> </ol>	<p>Transportation and maintenance will publish results annually in the TRSD Community Report.</p> <p>The Transportation and Maintenance Supervisor will attend all division ESD committee meetings to provide support and feedback.</p>	