



*PRINCIPALS’
AND
VICE PRINCIPALS’
HANDBOOK*

SECONDARY PANEL

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SGDSB MISSION AND VISION STATEMENTS

Our Mission

In partnership with the students, the home and the community, Superior Greenstone District School Board will address individual student' needs by providing:

- a diverse education that prepares for and honours their chosen path for success,
- avenues that foster a love of learning, and
- the means to honour varied learning styles

Our Vision of the student!

To thrive in a rapidly changing world, we envisage Superior Greenstone students who:

- are balanced
- have a broad-based education
- are community oriented
- are self-confident
- are problem-solvers
- are adaptable to change
- are effective communicators
- have life skills
- are competent with technology
- are prepared for transition to their "next step"

Our Vision of the School, School Board!

To realize Our Vision of the Student, we envisage a school and school board that are characterized by:

- equitable access to a full range of quality programming
- accountability for student success
- excellent and passionate staff
- reasonable limits to bussing times
- positive school environment
- meeting the needs of the whole student
- partnerships among students, the family and the community
- up-to-date technology
- problem solving throughout the school years
- students taking ownership for their behaviour and education
- communication of a clear, focused, coordinated board plan to all stakeholders

TOOLS OF THE TRADE - AN OFFICE MUST

Items a Principal must have in the main office:

- Superior-Greenstone District School Board Policies/Procedures/Management Guidelines
- Education Act and Regulations
- Ministry of Education Program and Policy Memorandums
- All current and Panel specific Curriculum Documents and matching Exemplars
- Elementary Specific Guides :
 - Videos, Guides to Effective Instruction,
 - DRA, CASI, OLA guides
 - SGDSB Data Collection Guide
 - Data Tracking Sheets
- All Collective Agreements
- A hard copy of the Employee Groups Reference Guide (available on public folders)
- A hard copy of the Employee Orientation Handbook (available on public folders)
- Emergency Contact List
- Current Emergency Procedures (Fire, Lock-down, etc) and Record Sheets
- Complete and refreshed First Aid Kit
- Board Contact list for Board Office and all other Schools in Board
- Class Schedules
- Student and Staff Timetables
- School Improvement Plan and Board Improvement Plan
- EQAO results and current data relevant to student/school improvement
- OSRs and Guidelines for their use and sign out records
- Teacher's Long Range Plans (Elementary) / Course Outlines (Secondary)
- Teachers Annual Learning plans
- Tuition Agreements
- Tragic Event Booklet and Suicide Protocol
- OSBIE Risk Management Chart
- Health and Safety booklets
- Joint Use and Reciprocal Agreements
- Updated TPA list and schedules
- Standards of Practice for the Teaching Profession
- Up-to-date handbooks for each of: Teaching Staff, Educational Assistants, Occasional Teachers and Lunchroom Supervisors

FOR THE MONTH OF AUGUST

Student/School

- Prepare "First Day" Program:
 - Opening procedures
- Transportation:
 - Routes/changes/bus lists
 - Letters home
- New Registrations
- Student Registers- transfer classes in Trillium
- Class Lists
- Room assignments/ class lists
- Timetables (Change if necessary)
- Meet with School Community Council Chair and develop nomination form on School Community Council, include in Welcome Back Newsletter
- Parent / student meetings for at-risk students if required
- Review last years student achievement data and school improvement plan with a critical analysis of the extent to which goals were met.
- School Organization: time, etc.
- Check computer labs, etc.
- Check on textbooks (sufficient quantities for each class) with library tech.
- Obtain the NSSSAA, NWOSSAA, OFSSA dates
- Locker assignments / registration
- Cooperative Education numbers and placements
- Identify multi-graded multi-level classes
- Deal with mature student credit requests
- Agendas/school discipline booklets in and ready for distribution

Human Resources

- Distribution of keys
- Prepare for September Staff Meeting:
 - Check teacher assignments
 - Co-instructional
 - School Improvement Team
 - ALL STAFF
 - Agenda
 - Opening day procedures
 - Staff handbook
 - Class lists
 - Teacher Daily Planner
 - PERIOD ONE STAFF
 - Same as "All Staff," plus:
 - One for each student in their period one class:
 - 2 - student accident insurance forms & letter
 - Hand out Computer Use policy for parental signature to be given to students new to the school only
 - Freedom of Information release forms for parental signature to be given to students new to the school only
- Review Supervision Schedule and revise if necessary
- Educational Assistant Assignments
- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- Staff Handbook Review and Revise
- Educational Assistant Handbook Review and Revise
- Supply Teacher Handbook Review and Revise
- Lunch Supervisor Handbook Review and Revise
- Review Employee Groups Reference Guide and Employee Orientation Handbook
- Update supply Teacher/Ea/Library Tech list

- Complete Leadership Framework Inventory (new administrators to position or Board) and develop learning needs and goals
- Review personal professional goals and learning plan and revise if necessary (submit revisions to Superintendent of Education)
- Contact all Employees regarding Well-Net Training
- Prepare TPA notification Lists
- Timetables to Superintendent of Education
- Create additional Supervision schedule

Finance

- Ensure all materials and invoices are delivered to the school and outstanding invoices are forwarded to the Board Office for processing prior to Year End.
- Read Tuition agreement(s)
- End-of-Year Budget: Money Left? Use?

Plant

- Check with custodians regarding summer issues (work orders, class set-up, desks, etc.)
- Check of school systems: fire alarms, extinguishers, clocks, fire safety plans, etc.
- Double check / change bell schedules
- Emergency Evacuation Plans Review and Revise
- Inspection of Plant***
- Review Occupational Health and Safety regulations and develop plans to establish OHS committee
- Carry out OH&S inspection with OH&S representative or committee member. Send copy to Board Office.
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).

FOR THE MONTH OF SEPTEMBER

Student/School

- New registrations/ transfers
- Initiate School Improvement team and development of School Improvement Plan (school self assessment, analysis of data, alignment with Board Improvement Plan, Development of SMART goals for the year)
- Prepare IPRC – Dispensation Papers- debated and prepared
- Request new student OSRs
- Update anaphylaxis medical forms and poster. Inform staff and students
- Enrolment / other data (Day One/Week One) to Board Office
- Safe Schools
- Arrange for School Photos
- Special Education:
 - Begin IEP updates
 - Begin New IEP's
 - SERT meeting
 - Meeting with new special education students
- Nominations/elections for School Council (First School Council Meeting)
- List of students needing email to Brad Ross
- Students not returning for current school year are removed in Trillium
- IEP's completed and **signed off within 30-days of the start of school**
- Obtain District Review Data
- Prepare for in-school Professional Development Day
- First Day Staff Meeting:
 - Routines, procedures, evacuation plan, emergency procedures
 - Timetables
 - Health and Safety
 - Post fire routes
 - Goal planning, review (stop/start/continue) if not June
 - Review preparation time allocations for all teachers
 - Review budget and ordering process
 - Review District Review Data
 - Strike a School Improvement team
- Monitor bus routes (contact Transportation Coordinator for required changes)
- Revise/update class lists
- Forms package home:
 - Field trips
 - Student Accident Insurance
 - Bus Transportation Pamphlets
 - Photos
 - Student Information
 - Internet
 - Handbooks
 - Calendars
- Regular Staff meeting
- Establish Student Success Team
- Student meeting/assembly, School Code of Conduct
- Textbook distribution
- Set up alternative education and credit recovery classes
- Confirm sports/other extra-curricular teacher advisors/coaches
- School dance / welcome activities
- Drop date for courses
- Potential graduation list - verify compulsory credits and credit count
- Preparation for Grade 10 Literacy and Grade nine EQAO math Test
- COOP placements are completed for students
- Establish Student Council
- Register Alt. Ed. Students

- Identify at-risk students in Grades 10,11
- Program Leader Meeting (prior to regular staff meeting)

Human Resources

- Determine teachers to be evaluated
- Letters out to all teachers that will be evaluated this year
- Advise staff that written notices of Anticipated Category Changes to be sent to Director
- Submissions to Board Office (15th and 30th):
 - Employee Leave Records
 - Overtime Report (secretaries and library technicians)
- Submissions to the Board Office on the 15th and end of the month:
 - Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- Completion of Professional Growth Plans for teachers and EAs
- EA Discussions:
 - Discuss access to OSR's
 - Explain how to access the computers and their e-mail
 - Ensure there is a meeting between the E.A. and the teacher before the E.A. enters the classroom
 - Identify your school's Health and Safety Representative and First Aider to the E.A.
 - Ensure invitations to attend staff meetings are extended to the E.A.
 - Extend invitation to attend case conferences
- Visit new staff (and others) classrooms
- Staff social
- Course Outlines and criteria for credits due to office
- Submit completed Teaching Assignments form to Superintendent of Education
- First reporting period is set up and achievement has been generated

PRINCIPAL CHECKLIST FOR EDUCATIONAL ASSISTANTS

- Make sure the educational assistant has an E.A. Handbook (available in Public Folders)
- Review confidentiality/professionalism/chain of command
- Include E.A. at the first staff meeting
- Highlight job description of EA/teacher
- E.A. must be given a staff handbook and/or student agenda planner
- Have E.A. set up their day plan with the SERT
- Identify schedule for breaks
- First aid / fire / safety rules / drills
- Staff introductions: ask staff to ensure the E.A. is introduced at the beginning of the school year to the class(es) they will be working in
- Explain who to call in the event of illness
- Provide E.A. with the school year calendar and school map
- Identify where an E.A. obtains supplies
- Explain medication procedures

Finance

- Forward list(s) of Tuition Agreement students to Superintendent of Education as per Tuition Agreement

Plant

- Review Fire Drill procedures with staff (3 for Fall compliance and 2 Lockdown per year)
- WHMIS training for all staff
- Well-Net Training
- Compile and distribute Inclement Weather Policy and Procedures
- Ensure that salt and sanding logs are implemented by Head Custodian for snow and ice control
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24hours after alarm).
- Establish school Health and Safety team from union staff/teaching staff and post in office
- Ensure Principal, Vice Principal, and one Committee member are Certified in OH&S Phase 1 and

2. Confirm with Maintenance Supervisor.

- Occupational Health and Safety Inspections, results posted and shared with staff along with ongoing concerns/issues/policy reminders. Copy sent to Board Office.
- Receive/review Plant Budget forms from Manager of Plant Services
- Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

FOR THE MONTH OF OCTOBER

Student/School

- Safe School Survey out to Students, Staff, School Community Council to inform/revise school plan (once every two years)
- Staff Meeting
- School Council Meeting
- Complete School Improvement Plan and submit copies to School Effectiveness Framework Lead, Student Success Lead and Superintendent of Education
- Prepare for Remembrance Day Services
- October 5th: World Teachers Day
- IPRC Review Meeting
- IEP's completed and **signed off within 30-days of the start of school**
- IPRC's and presentation of IEP before or by above date
- Begin work for ISA submissions
 - Assessments
 - Referrals
- Update Trillium Database with student transportation information: Name, Bus Route, Address, etc.
- List of students to be removed from email/login (moved or graduated)
- University applications
- Interim Report sent to parents
- NSSSAA / NWOSSA
- Identify SHSM students in Trillium
- Mark SCWI students in Trillium
- Review and update Transitions Plan, taking stock report for Student Success
- List of students to be removed from email/login
- Program Leaders Meeting (prior to regular staff meeting)
- SE01-10 forms are sent in to Board Office

Human Resources

- Principal and Vice Principal Goals to Superintendent of Education by mid-October
- Complete first teacher evaluations**
- Submit agenda items for Leadership Forum to Lead Principal
- Month End submissions to Board Office:
 - Employee Leave Records
 - Overtime Report (secretaries and library technicians)
- Submissions to the Board Office on the 15th and end of the month:
 - Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
 - Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting

Finance

- Review and sign off on Trillium Enrolment/Attendance summaries
- Prepare for ministry October report (departing students, course withdraw and attendance)
- October 31st Enrolment for Grant Purposes form completed and submitted to Superintendent of Business by third working day in November
- Enrolment register reports are sent to Board Office

Plant

- Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office
- Plant Budget process: meet with stakeholders to develop priority list of needs
- Complete snow removal site inspection with pictures and submit with form to Maintenance/Safety Coordinator by end of October
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).

- Halloween precautions taken prior to Halloween night: Lights on, facility secured etc.
- Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

FOR THE MONTH OF NOVEMBER

Student/School

- Staff Meeting
- School Council Meeting
- Review of progress in meeting SIP goals
- Remembrance Day Ceremonies
- IEP Updates / IPRC reviews / new identifications
- Mid-term marks
- Mid-semester report cards issued
- Parent / teacher interviews:
 - Advertise
 - Letter to parents regarding teacher
 - Location of interview
- NSSSAA / NWOSSAA
- Program Leaders meeting
- University applications (completed)
- College applications (in progress)
- Prepare and submit Taking Stock report of At-Risk students, grades 9-12 to Board, Ministry as directed
- Grade 9 winter report set-up for EQAO (all data entered and correct in Trillium)
- Enrolment correction in Trillium by demitting truant students

Human Resources

- Month End submissions to Board Office:
 - Employee Leave Records
 - Overtime Report (secretaries and library technicians)
- Submissions to the Board Office on the 15th and end of the month:
- Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- Complete first teacher evaluations***

Finance

- Enrolment register reports are sent to Board Office
- October 31st Enrolment for Grant Purposes form completed and submitted to Superintendent of Business by third working day in November
- Bulk order planning
- ISA Claim 1 due November 15th
- Review and sign off on Trillium Enrolment/Attendance summaries
- October Report completed and submitted

Plant

- Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office.
- Plant Budget process: meet with stakeholders to develop priority list of needs
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
- Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

FOR THE MONTH OF DECEMBER

Student/School

- Staff Meeting
- School Council Meeting
- Review of progress in meeting SIP goals
- NSSSAA / NWOSSA
- Program Leaders meeting
- College applications (complete by month end)
- Review course calendars
- Christmas activities / dance
- Semester II timetable for students
- Post January exam schedule
- Post list of potential graduates
- Bring tentative school year calendar to staff for input - course option sheets
- Prepare option sheets
- Grade 9 winter report set-up for EQAO (please make sure all data are entered and are correct in Trillium)
- Enrolment correction by demitting truant students

Human Resources

- Month End submissions to Board Office:
 - Employee Leave Records
 - Overtime Report (secretaries and library technicians)
- Submissions to the Board Office on the 15th and end of the month:
- Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- Determine custodian/secretary/library tech schedule for vacations
- Submit agenda items to Leadership Forum chairperson

Finance

- December 15: Superintendent of Business: Preliminary Enrolment Projections submitted to the Ministry of Education for funding forecasting
- Copies of all independent study, Continuing Education, etc. registers due to Manager of Accounting Services by last day of classes

Plant

- Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders. Copy to Board Office
- Plant Budget process: meet with stakeholders to develop priority list of needs
- Summer Break Security Action Plan must be implemented on the Friday prior to the start of the Christmas break.
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
- Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

FOR THE MONTH OF JANUARY

Student/School

- Staff Meeting
- Program Leaders meeting (prior to regular staff meeting)
- School Council Meeting
- Review of progress in meeting SIP goals, specific analysis of success in achieving each goal, remedial actions and predictions for improvement in areas of deficiency
- Program Leaders meeting
- Exams:
 - Schedule
 - Gym set-up
 - Supervision
 - Marking Deadlines
 - Credit Recovery Meetings
- Staff social
- Grade 9 EQAO Math test
- OCAS applications (college) due end of January for equal consideration
- Timetable review, class sizes, changes for staff/students
- Program Leaders – proposed course offerings for next school year
- Send in class structure for following school year to Data Administrator
- OSSLT for EQAO is set up (Please make sure all data are entered and are correct in Trillium): confirm number of students, 1st/2nd time, deferred, exempt

Human Resources

- Employee Leave Records
- Overtime Report (secretaries and library technicians)
- Submissions to the Board Office on the 15th and end of the month:
- Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting

Finance

- Review and sign off on Trillium Enrolment/Attendance summaries
- Enrolment projection for coming school year to Superintendent of Business
- Month End submissions to Board Office

Plant

- Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office.
- Plant Budget process: meet with stakeholders to develop priority list of needs
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
- Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

End of Semester I

FOR THE MONTH OF FEBRUARY

Student/School

- Staff Meeting
- Program Leaders Meeting (prior to regular staff meeting)
- School Council Meeting
- Review of progress in meeting SIP goals
- Plan for Winter Carnival
- Begin School Year Calendar preparations for next year
- Support staff meeting
- College / university marks
- Report Cards
- Prepare and post Honour Roll
- Modified School Year Calendar for next school year
- Program Leaders – report of proposed course offerings for next school year
- Review and revision of I.E.P. by classroom teachers
- List of students needing Email for courses (second semester)
- CO-OP placements are completed
- Alternative education and credit recovery classes are set up properly
- All students not coming back for second semester are demitted
- Continue with OSSLT
- Drop Dates for courses established

Human Resources

- Submit agenda items for Leadership Forum to Chairperson
- Month End submissions to Board Office:
 - Employee Leave Records
 - Overtime Report (secretaries and library technicians)
- Submissions to the Board Office on the 15th and end of the month:
 - Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- Continue with Performance Appraisals for teachers on cycle

Finance

- Review and sign off on Trillium Enrolment/Attendance summaries
- Maintenance proposals regarding budget
- Budget preparation

Plant

- Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office.
Plant Dept. Budget process: submit completed Budget Preparation forms to Manager of Plant Services (electronically)
- Meet with Manager of Plant Services to review completed forms and inspect school and site
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
- Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

Semester II Begins

FOR THE MONTH OF MARCH

Student/School

- Staff Meeting
- Program Leaders Meeting (prior to regular staff meeting)
- School Council Meeting
- Review of progress in meeting SIP goals
- SE01-10 forms are sent in to the Board Office
- Course Calendar
- Parent / teacher interviews
- Begin timetabling process
- Option sheets to all students
- Interim progress Reports home
- OSSLT preparation
- SE01-10 forms are sent in to Board Office

Human Resources

- Month End submissions to Board Office:
 - Employee Leave Records
 - Overtime Report (secretaries and library technicians)
- Submissions to the Board Office on the 15th and end of the month:
- Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting

Finance

- March 31st Enrolment Grant Purposes form completed and submitted to Superintendent of Business by third working day in April
- Review and sign off on Trillium Enrolment/Attendance summaries
- Budget Process Begins
 - School Budget submission from School Principals submitted to Superintendent of Business
 - Enrolment verification from School Principals submitted to Superintendent of Business
 - System priority lists submitted to Director of Education from all groups: 1. Board, 2. Senior Administration, and 3. Managers
- Prepare for ministry March report (departing students, course withdraw and attendance)
- Enrolment register reports are sent to Board Office
- Completed inventory list to Manager of Accounting Services by March 31st

Plant

- Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office
- Meet with Manager of Plant Services to review completed forms and inspect school and site
- Summer Break Security Action Plan must be implemented on the Friday prior to the start of the spring break.
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
- Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board
- Plan/establish March Break cleaning/repairs/work-orders

FOR THE MONTH OF APRIL

Student/School

- Staff Meeting
- Program Leaders Meeting (prior to regular staff meeting)
- School Council Meeting
- Review of progress in meeting SIP goals
- Graduation Plans (order diplomas, awards, etc.)
- Order graduation diplomas / awards
- Special Education mini-reviews
- IEP Audits
- Secretary's Day
- Earth Day
- Course Calendar
- Mid-term reports
- Parent / teacher interviews
- Memo sent regarding interim marks and parent/teacher interviews
- Begin timetabling process (Late April/early May - after completion of option sheets)
- Option sheet course booklets sent to feeder schools (April/May)
- Meetings for parents of Grade 8 students (April/May)
- Revision of Ministry of Education OSSD Registration forms
- Submission of mid-term marks to OCAS and OUAC as per published deadlines
- Enrolment correction by demitting truant students
- Grade 9 spring EQAO set-up needs to be completed by beginning of the month
- Administer OSSLT/EQAO Test

Human Resources

- Month End submissions to Board Office:
 - Employee Leave Records
 - Overtime Report (secretaries and library technicians)
- Submissions to the Board Office on the 15th and end of the month:
 - Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting

Finance

- March 31st Enrolment for Grant Purposes form completed and submitted to Superintendent of Business by third working day in April
- Review and sign off on Trillium Enrolment/Attendance summaries
- ISA Claims
- School Budget to Superintendent of Business by April 30
- Expect School Budget Adjustments to reflect actual enrolment

Plant

- Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office.
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
- Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

FOR THE MONTH OF MAY

<i>Student/School</i>	
<input type="checkbox"/>	School Council Meeting
<input type="checkbox"/>	Review of progress in meeting SIP goals
<input type="checkbox"/>	Case conferences with public and separate schools regarding IPRC'd students
<input type="checkbox"/>	Staff Meeting
<input type="checkbox"/>	Complete the Leadership framework inventory for self, VP and all aspiring leaders
<input type="checkbox"/>	Develop list of priority learning outcomes and learning plan for each of self, VP and aspiring leaders and share with Supervisory Officer
<input type="checkbox"/>	Graduation Plans: <ul style="list-style-type: none"><input type="checkbox"/> Graduation Committee<input type="checkbox"/> Graduation pictures<input type="checkbox"/> Graduation awards / presentations information sent out
<input type="checkbox"/>	NSSSAA /NWOSSA
<input type="checkbox"/>	Key contractual dates?
<input type="checkbox"/>	EQAO Math Assessment
<input type="checkbox"/>	Begin Timetable
<input type="checkbox"/>	Marks to University / College
<input type="checkbox"/>	Meet with Grade 8 students: <ul style="list-style-type: none"><input type="checkbox"/> Option sheets
<input type="checkbox"/>	IPRC meeting for students from the Catholic Board
<input type="checkbox"/>	OSSLT – Second test session
<input type="checkbox"/>	Transition forms completed for at-risk students
<input type="checkbox"/>	IPRC review meetings with feeder schools
<i>Human Resources</i>	
<input type="checkbox"/>	Month End submissions to Board Office: <ul style="list-style-type: none"><input type="checkbox"/> Employee Leave Records<input type="checkbox"/> Overtime Report (secretaries and library technicians)
<input type="checkbox"/>	Submissions to the Board Office on the 15th and end of the month: <ul style="list-style-type: none"><input type="checkbox"/> Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
<input type="checkbox"/>	Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
<input type="checkbox"/>	Begin staffing, staffing report to board
<i>Finance</i>	
<input type="checkbox"/>	Review and sign off on Trillium Enrolment/Attendance summaries
<input type="checkbox"/>	Copies of all independent study, Continuing Education, etc. registers due to Manager of Accounting Services by last day of classes
<i>Plant</i>	
<input type="checkbox"/>	Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office.
<input type="checkbox"/>	Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
<input type="checkbox"/>	Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

FOR THE MONTH OF JUNE

Student/School

- Staff Meeting
- School Council Meeting – Annual Videoconference for all school councils
- Computer equipment stored in secure areas and locked. Inventory and pictures taken to ensure records are available in the event of break-in
- Review of progress in meeting SIP goals, update the evaluation section, all school data entered, analysis of success in meeting goals and recommendations for next steps
- Collect Keys (annual sign out/in of keys for returning teachers). See Lock and Key Policy
- Back up of all staff computers
- Graduation and diplomas
- Summer office schedule / 6-week closure.
- September staff lists
- Student handbook / revisions
- Potential class load lists
- Special needs students identified to next year's teacher(s)
- Placement of Educational Assistants.
- Update IEP's
- Report Cards
- Year end socials / retirements
- September transportation runs
- Identifying staffing needs
- Make sure all data are finalized for end of school year
- Final student transfer for grade 8 students who came after the initial transfer
- Supervision Team Meets to collaboratively develop supervision schedules (Union Steward part of the Team)
- Final Exams / Dates:
 - Schedule
 - Gym set up
 - Supervision
 - Marking deadlines
- Graduates final marks to universities / colleges centres
- All student marks / report cards
- Complete transcript entries
- Request OSR's for new Grade 9's
- Honour Roll
- Staff Year End Inventory / check list
- Sports—NSSSAA and other field trips
- Grade 8 visits
- Final student transfers from Grade 8 students who came after initial transfer

Human Resources

- Month End submissions to Board Office:
 - Employee Leave Records
 - Overtime Report (secretaries and library technicians)
- Submissions to the Board Office on the 15th and end of the month:
 - Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- Principal / Vice Principal summer addresses, phone numbers and availability to Education Secretary
- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- Send in final teacher list to data administrator for Trillium entry
- Send Supervision and Planning Time Schedules to Union and SO
- Send name of Principal Designate to Human Resources

Finance

- Ensure that all purchasing is complete prior to summer break so that items are received in the proper budget year.
- Ensure that outstanding invoices are forwarded to the Board Office for processing prior to year-end.
- Review and sign off on Trillium Enrolment/Attendance summaries
- Authorization for summer invoice approval to Board Office
- Prepare ministry report for June (departing students, course withdraw and attendance)
- SE-10 forms are sent in to the Board Office
- Text ordering / budget
- Prepare for Ministry June Report (departing students, course withdrawal and attendance)

Plant

- Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office
- Summer maintenance program / summer shut down plans reviewed/revised
- Summer Break Security Action Plan must be implemented on the Friday prior to the start of the summer break.
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
- Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board
- Carry out OH&S meeting with site Committee. Send copy of minutes to Board Office
- Prepare schools for summer work. Leave classrooms and areas clear as possible for custodial major cleaning.

FOR THE MONTH OF JULY

Student/School

Human Resources

Finance

- Ensure that all purchasing is complete prior to summer break so that items are received in the proper budget year.
- Ensure that outstanding invoices are forwarded to the Board Office for processing prior to year-end.

Plant

- Occupational Health and Safety Inspection
- Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm)
- Building maintenance plan for staff