



*PRINCIPALS’
AND
VICE PRINCIPALS’
HANDBOOK*

ELEMENTARY PANEL

Revised May, 2010

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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 use and sign out sheets
- 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, Occasional Teacher and Lunchroom Supervisor

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
- 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, recess, etc.
- Check computer labs, etc.
- Prepare 'staggered entry' for JK's
- Check on textbooks (sufficient quantities for each class)

Human Resources

- Distribution of keys
- Prepare for September Staff Meeting:
 - Check teacher assignments
 - Co-instructional
 - School Improvement Team
- Review Duty Roster 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
- Meet with Lunch Supervisors
- 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 WellNet Training
- Prepare TPA notification Lists

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
- Review Occupational Health and Safety regulations and develop plans to establish Occupational Health and Safety 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
- Staff Meetings:
 - 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 (Primary/Junior/Intermediate teacher or whole staff)
- Safe Arrivals information sent home to parents as per Policy 516
- 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
- Send note home regarding drawstrings
- Open House (September or October)
- Data collection to be completed for: DRA (K-3), CASI (4-8), OLA (JK-2), PRIME (optional)
- Compile and distribute Inclement Weather Policy and Procedures

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 classroom 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
- Long Range Plans submitted to office
- Teacher Timetables, Goals, submitted to the office
- Visit new staff (and others) classrooms
- Submit completed Preparation Time Allocation form to Superintendent of Education

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
- Review and sign off on Trillium Enrolment/Attendance summaries

Plant

- Review Fire Drill procedures with staff (3 for Fall compliance and 2 Lockdown per year)
- WHMIS training for all staff
- WellNet 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 24 hours 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. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

FOR THE MONTH OF OCTOBER

Student/School

- Establish a Bullying Prevention and Intervention Team
- Safe School Survey out to Students, Staff, School Community Council to inform/revise school plan (once every two years)
- Complete School Improvement Plan and submit copies to School Effectiveness Framework Lead and Superintendent of Education
- Prepare for Remembrance Day Services
- 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
- SE-10 forms are sent in to Board Office
- List of students to be removed from email/login (moved or graduated)
- Open House (September or October)
- Voting for Student Council
- Deadline for data entries for the following: DRA (K-3), CASI (4-8), OLA (JK-2) and APA no later than Oct. 6
- Update Trillium Database with student transportation information: Name, Bus Route, Address, etc.

Human Resources

- Staff Meeting
- School Council Meeting
- Principal and Vice Principal Goals to Superintendent of Education by mid-October
- Submit agenda items for Leadership Forum to Lead Principal
- October 5th: World Teachers Day
- First visit for teacher evaluations
- Determine PLC/TLCP focus for first PLC collaboratively with staff. Determine timelines/framework for implementation
- 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

- 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
- Review and sign off on Trillium Enrolment/Attendance summaries
- Prepare for ministry October report

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.

FOR THE MONTH OF NOVEMBER

Student/School

- Staff Meeting
- School Council Meeting
- Bulk order planning
- Review of progress in meeting SIP goals
- Remembrance Day Ceremonies
- IEP Updates / IPRC reviews / new identifications
- ISA Claim 1 due November 15th
- Holiday concert planning
- Set report card submission date with staff
- Teacher / Principal interviews regarding student progress
- Report Cards / Parent / Teacher interviews
- School Newsletter
- EQAO results shared with Staff/Students/Parent Council/Parents
- Curriculum / Meet-the-Teacher Night / Open House
- Complete first round of teacher evaluations

Human Resources

- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- Staff Appreciation
- 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)

Finance

- October 31st Enrolment for Grant Purposes form completed and submitted to Superintendent of Business by third working day in November
- 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).

FOR THE MONTH OF DECEMBER

Student/School

- Staff Meeting
- School Council Meeting
- Review of progress in meeting SIP goals
- Holiday Concert
- IEP Updates
- School Newsletter
- School Council Celebration
- Parent / Teacher Interviews

Human Resources

- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- Submit agenda items to Leadership Forum 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)
- Determine custodian/secretary/library technician schedules for vacations

Finance

- December 15: Superintendent of Business: Preliminary Enrolment Projections submitted to the Ministry of Education for funding forecasting
- Number statistics to the 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
- Carry out OH&S meeting with site Committee. Send copy of minutes to Board Office
- 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).

FOR THE MONTH OF JANUARY

Student/School

- Establish staff meeting days
- 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
- Newsletter
- Initiate EQAO Improvement Plan
- Initiate winter sports
- Review report card expectations with staff

Human Resources

- Ongoing staff supervision/appraisal
- 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
- Enrolment projection for coming school year to Superintendent of Business

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)

FOR THE MONTH OF FEBRUARY

Student/School

- Staff Meeting
- School Council Meeting
- Review of progress in meeting SIP goals
- Plan for Winter Carnival
- Begin School Year Calendar preparations for next year
- Newsletters
- Continue EQAO Plan
- Special Education: IEP Updates
- JK/SK Registration
- Science/Art Fairs
- Valentine's Day Plans
- Registers
- Inventory
- Primary and Junior EQAO set-up is completed by middle of the month
- Data Collection for the following: DRA (K-3), CASI (4-8), PRIME (optional)

Human Resources

- Submit agenda items for Leadership Forum to Chairperson
- Staff supervision/appraisal
- 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)

Finance

- Review and sign off on Trillium Enrolment/Attendance summaries
- 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).
- Maintenance proposals regarding budget

FOR THE MONTH OF MARCH

Student/School

- Staff Meeting
- School Council Meeting
- Review of progress in meeting SIP goals
- SE01-10 forms are sent in to the Board Office
- Report Cards
- Parent / teacher interviews
- Registers
- JK Registration
- Data entry completed for: DRA (K-3), CASI (4-8)
- Grade 8 students are transferred to their respective high school for the end of the school year in Trillium

Human Resources

- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- Letter of intent for transfers (teachers)
- 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)

Finance

- Completed inventory list to Manager of Accounting Services by March 31st
- 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
- March report

Plant

- Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office
- Carry out OH&S meeting with site Committee. Send copy of minutes 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)
- Plan/establish March Break cleaning/repairs/work orders

FOR THE MONTH OF APRIL

Student/School

- Staff Meeting
- School Council Meeting
- Review of progress in meeting SIP goals
- Graduation Plans (order certificates, awards, etc.)
- Order graduation diplomas / awards
- Special Education mini-reviews
- ISA Claims
- IEP Audits
- Earth Day
- Grade 8 Option Sheets
- Grade 8 Graduation meeting
- Teacher/Principal interviews regarding student progress (Report Card)
- EQAO preparations
- Open House / Science Fairs (optional) (April/May)
- Elementary software list to board

Human Resources

- Secretary's Day
- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- 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)

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
- 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)

FOR THE MONTH OF MAY

Student/School

- Staff Meeting
- School Council Meeting
- Review of progress in meeting SIP goals
- Case conferences with public and separate schools regarding IPRC'd students
- Meet with High School regarding new Grade 9's
- Grade 3 and Grade 6 EQAO Testing
- Play Day
- Option Sheets / Grade 8 orientation meeting
- Orders: textbooks, workbooks
- Spring teas / volunteer appreciation
- Oral Communication (Public Speaking)
- IEP audit
- Fair start
- Education Week:
 - Open house / Science Fairs (optional) (April/May)
 - Plan school / community activities
- Begin Data Collection for OLA (May 24-June11)

Human Resources

- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- Complete the Leadership framework inventory for self, VP and all aspiring leaders
- Develop list of priority learning outcomes and learning plan for each of self, VP and aspiring leaders and share with Supervisory Officer
- Resignation Date: May 31st? (Teaching/Admin staff)
- 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)

Finance

- Review and sign off on Trillium Enrolment/Attendance summaries
- Bulk order
- Report statistics to Board Office
- Send in subject teachers for Trillium entry by end of the month for following year

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).
- Fire drills (3)

FOR THE MONTH OF JUNE

Student/School

- Staff Meeting
- School Council Meeting – Annual Videoconference for all school councils
- 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
- Graduation and diplomas
- Student handbook / revisions
- Potential class load lists
- Special needs students identified to next year's teacher(s)
- Update IEP's
- Report Cards
- Year end socials / retirements
- SE01-10 forms are sent in to the Board Office
- September transportation runs
- Final student transfer for grade 8 students who came after the initial transfer
- Make sure all data are finalized for end of school year
- Schedules / duty roster for September
- Promotion meetings
- Play Days / Baseball / Track and Field
- Children's Festival and other field trips
- Outdoor activities
- Grade 8's visit High School
- Advertisements to newspaper
- OSR's updated and, upon written request of high schools, graduating grade 8 folders sent on to high school
- Fine tune timetable
- Begin Data Collection for: DRA (SK,1,2 and at-risk 3), CASI (for at-risk or teacher choice 4-8), OLA (May 31-June 11 for JK-2), PRIME (optional)
- Data Entry for: OLA (June 14-15)
- Complete EQAO process and send to EQAO
- Send completed SIP analysis with recommendations to School Effectiveness Framework Lead and Superintendent of Education

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
- September staff lists
- Placement of Educational Assistants
- Identifying staffing needs
- Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- Supervision Team Meets to collaboratively develop supervision schedules (Union Steward part of the Team)
- Send Supervision and Planning Time Schedules to Union and Supervisory Officer
- Send name of Principal Designate to Human Resources
- Hiring / interviewing
- Send in final teacher list to data administrator for Trillium entry

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)

Plant

- Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office.
- 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.
- Computer equipment stored in secure areas and locked. Inventory and pictures taken to ensure records are available in the event of break-in.
- 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).
- Collect Keys (annual sign out/in of keys for returning teachers). See Lock and Key Policy
- Back up of all staff computers
- Summer office schedule / 6-week closure
- Fire drills (3)

FOR THE MONTH OF JULY

Student/School

- Data Entry for: DRA (K-3), CASI (4-8)

Human Resources

- Holidays
- Interviews for new staff

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 24hours after alarm).
- Summer Shut Down
- Building maintenance plan for staff