


## Administrative Procedures 114

### Division Office Reporting

		<b>Adopted:</b> June 28, 2011
	<b>External References:</b>	<b>Amended:</b> August 23, 2017
		<b>Internal References:</b> <ul style="list-style-type: none"><li>• AP 114 Division Office Reporting – Appendix A – School-based Administrators' Monthly Calendar</li><li>• Form 114-1 Principal's Monthly Report to Superintendent</li><li>• Form 114-2 Year End Checklist Division Level</li><li>• Form 114-2 Year End Checklist Colony Schools</li><li>• Form 114-3 Year End Checklist School Level</li></ul>

### Background


In order to ensure accountability and ongoing school and division improvement, a variety of data must be provided by schools to the Division Office.

The Sun West School Division website ([www.sunwestsd.ca](http://www.sunwestsd.ca)) hosts all Board of Education policies, administrative procedures, forms, handbooks and a variety of resources.

### Procedures

1. The principal is responsible to ensure that processes are developed at the school level which result in timely and accurate data being communicated between school and Division Office.
  - 1.1 Administrative Procedures 114 Division Office Reporting – Appendix A – School-Based Administrators' Monthly Calendar provides an overview of good practices for school administrators and notification of action that is required based on administrative procedures. Complete information for school-based administrators is available in the procedures themselves.
2. From time to time, principals may be asked to facilitate one-time data gathering activities.

## Administrative Procedures 114 - Appendix A School-Based Administrators' Monthly Calendar

		<b>Adopted:</b> June 28, 2011  <b>Amended:</b> August 23, 2017
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 109, 156, 175, 194, 196</li> </ul>	<b>Internal References:</b> <ul style="list-style-type: none"> <li>• Form 201-1 School Program Plan</li> </ul>

### AUGUST SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES

- Update staff list and contact information.
- The Ministry of Education Student Data System (SDS) requires a username and password. For information, contact the Executive Assistant for the Division.
- Orientation of all new staff to Division, school and job assignment – led by school-based administrator and others involved as appropriate. Coordinate mentorship opportunities for new staff.
- Review grade 10-12 Ministry of Education student marks as posted for June 30 – SDS on-line; make corrections as necessary – check grade standing carefully.
- Review Division Administrative Procedures.
- Review school level inventory of all resources – equipment, texts, other resources and communicate any major purchases to Superintendent of Business for assets adjustment to Division insurance.
- PowerSchool data and school level information review and revise as necessary.
- Review dates for report cards and establish criteria/expectations for parent portal/digital portfolio use at school.
- Submit requests for cooperative or coed SHSAA teams to the Division office.
- Meet with school caretaker(s) and complete walkthrough to identify outstanding maintenance and cleaning needs.
- Ensure school teams are in place – School Leadership Team, Professional Learning Teams (members determined at the school level), Crisis Response Team, Student Support Team and others.
- Schedule time for school wide initiatives (Drop Everything and Read (DEAR), inMotion, etc.).
- Add time on opening staff meeting agenda for discussion of Student Support Services protocols/procedures.
  - ✓ Student Support Team Members and Meeting Schedule.
  - ✓ Student Support Teacher / SB Administrator Regular Meeting Time.
  - ✓ Student referral updates
  - ✓ Student Support Teacher/SB Administrator/EA Staff Regular Meeting Time.
  - ✓ Classroom Teacher Responsibilities related to students with unique learning needs.
  - ✓ Student Support Plan Development and Implementation Responsibilities
  - ✓ Response to Intervention (RTI) and student referral processes

- Complete Critical Incident Crisis Response Quick Reference found in the Critical Incident Crisis Response Handbook and finalize plans for evacuation of students with special needs prior to September 15<sup>th</sup> of each school year (Upload to School-Based Administrator Group).
- Contact SCC Chair to begin a conversation about upcoming year.
- Confirm all DLC course registrations have been submitted and a supervision of student plan is in place.
- Plan performance appraisal schedule for new CUPE employees (School Secretary, Educational Assistant, School Librarian, Caretaker) who have completed their probationary period.

**AUGUST SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

<b>Administrative Procedures</b>	<b>Action</b>
110 Education Sector Strategic Plan (ESSP)	Formalize strategic plan Goals and Plans with staff and SCC.
140 Responsible Use of Technology	Acknowledgement from all employees (collected electronically).
150 Organizational Communication	Review school website and plan for updates and changes
160 Health and Safety of Students and Staff	Develop and/or review school procedures related to safe operation of laboratory areas Ensure WHMIS manuals are up-to-date and complete. Ensure first aid materials including protective gloves are up-to-date and in correct locations – Review with staff. Review staff certification in first aid/CPR.
161 Dangerous Communicable Diseases	Review Communicable Disease Control Handbook.
166 Nutrition	Review staff certification in Food Safe Certificate.
170 Critical Incident and Crisis Response	Select Critical Incident and Crisis Response team members and review function and purpose of team. Review lockdown plan. Plan drills for upcoming school year. Upload Critical Incident Crisis Response Quick Reference to School-Based Administrators
171 Fire Drill and Evacuation Planning	Review fire drill and evacuation plan. Ensure school map and emergency exit routes are posted in each room. Plan drills for upcoming school year. (3 fall/3 spring)
180 Local Authority Freedom of Information and Protection of Privacy	Review of Employee/Volunteer Responsibilities regarding privacy and access to information.
190 Copyright	Review SOCAN, ACF, and VEC/Criterion Copyright agreements and submission

**AUGUST SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS (continued)**

210 Services for Students with Diverse Needs	Review educational assistant assignments at school; contact the Student Support Services Consultant if necessary. Arrange space for itinerant individuals to your school – Child & Youth Counsellor, CWEx itinerant if applicable, Student Support Services personnel – SLP, Psychologist, Addictions Educator, etc.
230 Distance Learning	Review distance learning broadcast schedule and any students/classes that are set up to receive/send
250 Physical Activity (Curricular and Extra-Curricular)	Distribute and review Athletic Directors and Coaches' Handbook to all coaches.
300 Admission of Students	It is important to keep PowerSchool student enrollment data current according to SDS guidelines – see Registrars Handbook available on the Ministry of Education website.
310 Student Supervision	Track Noon Hour Supervision – reported September, January, May and June (or whenever changes are made that affect payroll), and Extra-curricular – reported as half-day increments earned – use division level Excel spreadsheets for both.
350 Student Conduct	Plan for development/refinement of School Code of Conduct.
370 Student Assessment	Schedule Parent Information Night to meet staff and programming information (explain use of PowerSchool parent portal). Refer to division assessment plan for all levels of assessment – national; provincial and division; review with teachers to inform the timing and expectations; alignment of common assessments at school level to ESSP (Level 3) goals. Review DRA and division level reading assessment data for setting goals for the school year; PLTs need this data so teachers who need to participate in assessments know dates.
411 Communication and Confidentiality	Reinforce with staff the importance of effective communication and confidentiality; including responsible use of technology.
413 Employee Conflict Resolution and Grievance	Review with staff the process for accessing Division level support.
414 Access to Division Level Support	Review procedure for accessing support from Superintendent of Education; Data and Assessment Consultant, Student Support Services Consultant, Technology Coaches and PeBL Supervisor/Mentor.
415 Leaves	Review procedure for accessing leaves (all staff).
416 Supervision and Appraisal	Review performance appraisal processes for all staff.

**AUGUST SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS (continued)**

417 Professional Growth and Development	Review professional growth plans process with staff.
419 Teacher Accreditation	Ensure Teachers' Accreditation is up to date. See <a href="http://www.education.gov.sk.ca/accreditation-policies-procedures">http://www.education.gov.sk.ca/accreditation-policies-procedures</a> .
430 Occupational Health and Safety Committee	Establish OH&S committee as outlined. Check date of last Occupational Health & Safety meeting and schedule next one with committee.
432 Prevention of Harassment and Violence	Ensure AP 432 is posted in accordance with Occupational Health and Safety Act. Review Code of Conduct with staff.
436 Student and Staff Recognition	Send Ministry of Education General Proficiency Award application for students with highest averages to Director (need all documentation to accompany application).
500 Budget	Review decentralized budget – Navision portal – contact Business Supervisor for access.
511 Management of School-Generated Funds	GST rebate for major purchases – receipts required and provided to Business Supervisor.
514 Inventory Management	Ongoing – update school-level equipment and textbook/resources inventory for insurance purposes.
548 Community Use of School Facilities	Communicate school fee structure, which has been reviewed by your SCC to students and parents; issue receipts for fees received

**SEPTEMBER SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES**

- Review procedures for student locker inspection and cleanup with students – needs to be a regular occurrence, at least monthly.
- Set the School Community Council (SCC) Annual Meeting date for April. Reminder: This must be publicly advertised at least 30 days prior to the meeting; must have at least five elected members retained for an SCC to function; remember Easter break when planning. The principal is the returning officer for SCC elections.
- Establish format of parent/student/teacher conferences/interviews – one in fall and one in spring; one full day; evening and a.m. of following day or two evenings. Teacher time in lieu. Communicate decision to Superintendent in September. Decision made in consultation with your SCC.
- SCC annual financial workbook with bank statement ending August 31 for the previous school year submitted by September 30 to the Superintendent of Business; (this will eliminate an audit as part of Division accounting).
- Additional extra-curricular activities approval request to Division by September 15.
- Refer/communicate with Director if international students are registering through EF or other agencies as this requires Division approval prior to the student starting school.
- Arrange for updated “beginning of the year” forms for all students.
- Set graduation date at the school level. Record date in School-Based Administrators Group calendar.
- Request community coach approval to Superintendent – needs to be done annually and ongoing in year as needed.
- Support prekindergarten and kindergarten teacher in conducting kindergarten screening.
- Orientation, as required, of all new staff related to school and Division level Board policies and administrative procedures.
- Upload Form 110-2 ESSP Level Three School Strategic Plan PeBL REORDER to the School-Based Administrators Group.

**SEPTEMBER SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

110 Education Sector Strategic Plan (ESSP)	Complete planning with School Leadership Team , staff and SCC and upload to School-Based Administrators Group.
120 School Year Calendar	Review start time, breaks and recesses, lunch hour, and dismissal times with staff.
140 Responsible Use of Technology	Review Responsible Use of Technology with students.
166 Nutrition	Inform parents (newsletter or other) about school nutrition procedures.
180 Local Authority Freedom of Information and Protection of Privacy	Update school lists for staff information – student health concerns; permission to publish student work/name/picture, etc.

**SEPTEMBER SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURES REQUIREMENTS (continued)**

<p>210 Services for Students with Diverse Needs</p>	<p>Electronic Inclusion and Intervention Plan (eIIP) provided to Student Support Services Consultants                  Support Student Support Teacher by reviewing all electronic Inclusion and Intervention Plans (eIIPs) and Student Support Plans with teachers.                  Update list of students requiring intensive supports with Student Support Services Consultant.                  Review new student files with the Student Support Teacher and schedule Student Support Team meetings for all new students requiring intensive supports.                  Submit Student Support Team meeting minutes to the Student Support Services Consultant By September 30<sup>th</sup> and meet with the Student Support Services Consultant and Student Support Teacher to review caseload list of diversity students and those requiring intensive supports at your school, as well as other needs or</p>
<p>211 Modified Courses                  212 Alternative Courses</p>	<p>Review student registrations in Modified (11, 21, 31) and Alternative (18, 28, 38) courses and ensure students are registered in the appropriate Saskatchewan Ministry of Education approved courses.</p>
<p>241 Career and Work Exploration (CWEX)</p>	<p>Support CWEX teacher in meeting the needs of students in your school.</p>
<p>300 Admission of Students</p>	<p>New school-based administrators and school secretaries require authorization to access Ministry of Education Student Data System (SDS). Contact Sun West School Division's Executive Assistant to obtain a user name and password.</p>
<p>310 Student Supervision</p>	<p>Submit Noon Supervision and extra-curricular hours data to the Employee Benefits Officer.</p>
<p>316 Administering Essential Medications to Students/Personal Care</p>	<p>Student medication forms require annual update including physician and parent consent forms.</p>
<p>350 Student Conduct</p>	<p>In collaboration with SCC, staff, students and parents create/review Code of Conduct.</p>
<p>350 Student Conduct and                  550 Transportation of Students on a School Bus</p>	<p>Ensure School Code of Conduct is posted on each bus.</p>

**SEPTEMBER SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURES REQUIREMENTS (continued)**

370 Student Assessment	<p>Host a Parent Information Night for parents to meet staff and to provide programming, assessment information and PowerSchool Portal information.</p> <p>Ensure Grades 1-5 teachers are aware and knowledgeable about DRA assessment.</p> <p>Discuss staff expectations for frequency/dates for parent portal and/or digital portfolios.</p>
416 Supervision and Appraisal	<p>Review expectations for Supervision and Appraisal (refer to Teacher Professional Practice Handbook and Support Staff Handbooks and appraisal documents).</p> <p>Set your Administrative Professional Growth Plan to be discussed with your Superintendent.</p> <p>Teachers to complete Learning Together package for discussion with school-based administrator – see Teacher Professional Practice Handbook.</p> <p>Discuss narrative and professional growth plans with teaching staff.</p> <p>Initial review and discussion of Educational Assistant, School Secretary and School Librarian job description, professional growth and performance appraisal rubrics. Conduct Growth Plan meetings with all support staff – refer to role specific handbooks.</p>
418 Support Staff Professional Development Fund	<p>Review the Support Staff Professional Development Fund with Support Staff.</p>
432 Lone Worker	<p>Review Lone Worker procedure with appropriate staff (caretakers).</p>
436 Student and Staff Recognition	<p>Submit General Proficiency Award documentation to Director according to timeline communicated.</p>
446 Volunteers	<p>Ensure that Volunteer package is available and presented to new volunteers as they apply to work in your building.</p> <p>Complete SHSAA documents for non-faculty coaches.</p>
500 Budget	<p>Review decentralized school budget – all staff need to have been part of the process.</p>
552 Private Vehicle Use For Student Transportation	<p>Driver Authorizations (collected electronically) for anyone transporting students.</p>



**OCTOBER SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES**

- Review OurSchool Survey administration.

**OCTOBER SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

125 Severe Weather	Review Billet List – ensure that information is up-to-date and complete.
210 Services for Students with Diverse Needs	Consult with Student Support Teacher and submit copies of all electronic Inclusion & Intervention Plan (eIIP) to the Student Support Services Supervisor and Student Support Services Consultant by October 15 <sup>th</sup> for new students.
370 Student Assessment	Begin planning for student reporting in November – report card preparation. Communicate with parents regarding student progress, particularly if there are concerns. Check division assessment schedule to ensure school is on track for assessments. Pre-K–K EYE Assessments begin. DRA (1-5); Writing (4,7,9) ongoing.
500 Budget	Review decentralized school budget and begin discussions with staff regarding allocations and needs.

**NOVEMBER SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES****NOVEMBER SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

110 Education Sector Strategic Plan (ESSP)	Determine if Mission, Vision and Values need to be reviewed or completed as a group – plan to do during the year with the SLT/PLTs – involve SCC.
210 Services for Students with Diverse Needs	Submit Student Support Team meeting minutes to Student Support Services Consultant. Discuss with Student Support Teacher any referrals for up-dated or new psycho-educational assessments for students with learning difficulties (grade 9 and /or grade 11) for post-secondary supports.
370 Student Assessment	Finalize report card plans and student-led conference/interview schedule; communicate with parents/guardians. Communicate format of student-led conference/interview schedule with Superintendent of Education. Plan and administer grade 7 Division Reading Assessment for Scheduled year (see assessment schedule). Conduct OurSchool Survey. DRA (1-5); Writing (4,7,9) ongoing.
500 Budget	Review decentralized school budget – be ready to indicate allocations to Business Supervisor once you have received allotment from Superintendent of Business.

**DECEMBER SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES**

- Submit requests for accommodations for writing departmental examinations to Ministry of Education.
- Begin staff planning and preparation for the next school year.

**DECEMBER SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

210 Services for Students with Diverse Needs	Submit Student Support Team meeting minutes to Student Support Services Consultant.
211 Modified Courses	Collaborate with teachers of grade 9 students who are being considered for modified courses (level 11).
212 Alternative Courses	Check to ensure Alternative Education (18, 28, 38) students have correct courses for second semester.
370 Student Assessment	DRA (1-5); Writing (4,7,9) ongoing. Review results of OurSchool Survey

**JANUARY SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES**

- January 31st enrollment and projections submitted to Executive Assistant.
- Submit PAA monies collected for credit on decentralized school account.
- Meet with school caretaker(s) and complete walkthrough to identify outstanding maintenance and cleaning needs.
- Finalize exam schedule – minimum number of days for exams incorporating departmental exams for grade 12 according to the schedule.
- Ensure that proper procedures/guidelines are followed if student retention is being considered (Light’s Retention Scale – Psycho-Educational assessments, etc.).

**JANUARY SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

110 Education Sector Strategic Plan (ESSP)	Review Form 110-2 ESSP Level Three School Strategic Plan PeBL REORDER and progress being made in PLT groups towards achievement of goal – retool, redefine; apply information.
210 Services for Students with Diverse Needs	Submit Student Support Team meeting minutes to Student Support Services Consultant. Review secondary students who need accommodations for finals in collaboration with classroom teachers. Review exam schedule with Student Support Teacher for students who may need adaptations and accommodations if necessary. Begin transition planning with Student Support Teacher for those students who will need transition support to another school in the fall, post secondary, workplace.
211 Modified Courses	Review students in grade 9 who may be recommended for modified courses and plan to dialogue with Student Support Services Consultant, school team and parents.
370 Student Assessment	Grade 1-5 teachers submit mid-year DRA scores. Writing (4,7,9) ongoing data collection. Share OurSchool Survey results with staff and SCC.
371 Student Placement	Review of students who may be experiencing difficulty and refer to grade placement guidelines
500 Budget	Review decentralized school budget spending.
502 Staff Allocation	Discuss staff planning with Superintendent of Education.

**FEBRUARY SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES**

- Schedule SCC Annual General Meeting for April in consultation with SCC (require at least 30 days notice to public).

**FEBRUARY SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

210 Services for Students with Diverse Needs	Submit Student Support Team meeting minutes to the Student Support Services Consultant.
370 Student Assessment	Plan for Grade 10 Division Reading Assessment (have students write pre-test). Check assessment schedule to see if it is a testing year. DRA (1-5); Writing (4,7,9) ongoing.

**MARCH SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES**

- Assist SCC to advertise AGM a minimum of 30 days before it happens.
- Transition planning for students requiring such support.

**MARCH SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

170 Critical Incident and Crisis Response	Communicate/review lockdown procedures with local RCMP.
171 Fire Drill and Evacuation Planning	Contact local fire department and invite for walkthrough.
210 Services for Students with Diverse Needs	Review electronic Inclusion & Intervention Plans (eIIPs) with Student Support Teacher (and if required Student Support Services Consultant) and complete Ministry checklist. Schedule student placement and review meetings. Consult with Student Support Services Consultant before any decisions are made. Submit Student Support Team meeting minutes to Student Support Services Consultant.
370 Student Assessment	Plan for and administer Sun West Grade 10 Reading assessment (if assessment year). Finalize report card plans and three way conference/interview schedule; communicate with parents/guardians. DRA (1-5); Writing (4,7,9) ongoing.
427 Job Sharing	Complete the Job Sharing process requirements with teachers who wish to share a teaching position.

**APRIL SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES**

- Continue to fine tune staffing assignments and needs for the next school year.
- Plan for Kindergarten registration and orientation.
- Support the SCC as they plan and conduct their AGM.
- Plan for completion of support staff performance appraisals.

**APRIL SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

210 Services for Students with Diverse Needs	Submit Student Support Team meeting minutes to Student Support Services Consultant.
370 Student Assessment	DRA (1-5); Writing (4,7,9) ongoing.
436 Student and Staff Recognition	Retirement Gifts and Years of Service Pins will be sent to school principals as required. The Principal is to contact the Subdivision Trustee and Superintendent of Education with dates for presenting retirement/years of service award events.

**MAY SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES**

- Conduct year-end reflections, with all staff regarding their professional growth goal; may be part of formal supervision for some.
- Complete formal teacher supervisions and provide input to Superintendent regarding teacher performance appraisal.
- Review SCC Constitution and make revisions as necessary, and submit to the Director electronically for Board approval – refer to sample SCC monthly calendar.
- Review with SCC the schedule of fees including community use of school facilities; be cognizant of division level maximum amounts.
- Begin planning for noon supervision for the next school year.
- Teacher declaration for noon supervision.
- Noon supervision plan for the next school year collated for submission and Superintendent approval.
- Complete Form 140-2 Technology Equipment Request (Due May 15<sup>th</sup>).

**MAY SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

110 Education Sector Strategic Plan (ESSP)	Upload monthly PLT reflections to School-Based Completion of Form 110-5 ESSP Level Three School Strategic Plan Annual Summary (Due in June) reporting on progress of goals set at the school level – use school division template.
166 Nutrition	Review vending machine/school food and beverage choices with SCC and plan for next year. Review school procedures for serving food to students.
203 Instructional Resources	Plan with staff regarding necessary texts, resources, etc. for next school year.
210 Services for Students with Diverse Needs	Support transition meetings as scheduled. Submit Student Support Team meeting minutes to Student Support Services Consultant. Review Student Support Services caseload with Student Support Teacher and adjust as necessary in consultation with others. Support and focus with Student Support Teacher on electronic Inclusion & Intervention Plan (eIIP) review meetings and program development for next year.
211 Modified Courses	Consult with staff and parents regarding those students who will require Modified (11, 21, 31) courses.
212 Alternative Courses	Consult with staff and parents regarding those students who will require Alternative (18, 28, 38) courses.



213 Functional Integrated Programs	Consult with staff and parents regarding those students who will require Functional Integrated programs (14 years 8 months) in the fall.
230 Distance Learning	Determine distance learning needs for your school – deliver or receive and communicate to the principal of the Distance Learning Centre.
303 Kindergarten Admission	Communicate Kindergarten start date based on school situation according to AP 303 Kindergarten Admission
370 Student Assessment	Grades 1-5 teachers conduct DRA. Grades 4,7,9 complete writing assessments
500 Budget	Review decentralized school budget spending.
514 Inventory Management	Provide updated school level inventory of equipment (including major purchases by SRC/SLC) to Business Supervisor.

**JUNE SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES**

- Submit Student Support Team meeting minutes to Student Support Services Consultant.
- Student Support Teacher meeting to review year end data summary and collection in the area of Student Support Services.
- Meet with school caretaker(s) and complete walkthrough to identify outstanding maintenance and cleaning needs.
- Review eIIPs with Student Support Teacher prior to their submission by June 15th.
- Support the exchange of information with receiving teachers by providing copies of electronic Inclusion & Intervention Plans (eIIPs), behaviour plans and transition plans to receiving schools.
- Finalize the Noon Supervision Plan, for the next school year, by June 15 and submit to Superintendent.
- Ensure school level year end checklist items are completed for all teachers with regards to their classroom and teaching assignment.
- Complete and submit all documents required on the division year end checklist – must be done prior to leaving at end of school year.
- Submit Principals’ Month End form.
- Order staff nameplates for new staff members.
- Distribute General Proficiency Award applications to eligible student(s). You would have received information from the Ministry of Education in early May.
- Review educational assistant assignments for the next school year with Student Support Teacher and staff.
- Complete year end PowerSchool process.
- Ensure that the contents of cumulative records are updated.
- Complete instructional leadership capacity self-evaluation.

**JUNE SCHOOL ADMINISTRATIVE ACTIVITIES – PROCEDURE REQUIREMENTS**

110 Education Sector Strategic Plan (ESSP)	Complete SLIP Year End Reflection and submit to the Superintendent – identify outcomes on the PLT reflections for year end. Report ESSP (Level 3) outcomes from PLT groups at SCC meeting and preliminary discussion about next year’s goals. Present ESSP (Level 3) to SCC and community at large using school division template.
164 Automated External Defibrillator Use	Review AED procedures if your school has an AED.

165 Tobacco Free Environment	Ensure that “No Tobacco Allowed” signage is in place or ordered for next year.
AP 230 Distance Learning	Complete Distance Learning Synchronous Broadcast request (Due June 15th). Complete Distance Learning registrations for grades 10-12 (Due June 15th).
370 Student Assessment	Submit DRA (1-5) mark summary to Division Office/Ministry of Education. Finalize Writing 4,7,9 assessments in PowerTeacher for submission to Division Office/Ministry of Education. Finalize Instructional Reading level for DRA (1-5) in PowerTeacher for submission to Division Office/Ministry of Education.
500 Budget	Review decentralized school budget as year end is August 31 – need to be in the black.
505 Student Fees	Submit Practical and Applied Arts monies collected for credit on decentralized school account.
511 Management of School-Generated Funds	Complete annual accounting of school level funds and fees.
517 Payments	Petty cash statement submitted at end of June.
542 Maintenance Inspection and Safety	Discuss cleaning schedule for the summer with caretakers and arrange for signage and information for teachers so they can support the cleaning that will be done. Discuss summer facility use with Facilities Supervisor.