

Administrative Procedures 114

Division Office Reporting



Adopted: June 28, 2011

Amended: August 18, 2023

External References

Internal References

- AP 114 Division Office Reporting – Appendix A – School-based Administrators' Monthly Calendar (Admin Almanac)
- Form 114-1 Principal's Monthly Report to Superintendent
- Form 114-2 Year-end Checklist Division Level
- Form 114-2 Year-end Checklist Colony Schools
- Form 114-3 Year-end Checklist School Level

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) 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 (Admin Almanac) 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.

School-Based Administrators' Monthly Calendar (Admin Almanac)



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External References

- Education Act: Sections 85, 87, 156, 175, 194, 196

Internal References

- Form 201-1 School Program Plan

2023-24 SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

****Note: All Administrative Procedures, Forms and Handbooks are available on the Sun West School Division website at www.sunwestsd.ca under the staff tab.**

The colors below correspond to each area of responsibility.

Education Plan/School Learning Improvement Plan
School Level
Division Office
Business
Student Support Services
School Superintendent
Curriculum/Instruction/Assessment
Human Resources
Facilities/IT/Transportation

August

School Level		
August (Prior to October 1)	Task	Submit requests for cooperative or coed SHSAA teams to the Division Office.
	Contact	Blain Hilbig, School Superintendent
	Reference	AP 250 Physical Activity (Curricular and Extra- Curricular); SHSAA Handbook
	Form/Site	Contact SHSAA Office for Application forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates
August	Task	Communicate school fee structure, which has been reviewed by your SCC to students and parents; issue receipts for fees received.
	Contact	Kim Fick, School Superintendent
	Reference	AP 132 School Community Council Finances AP 505 School Fees – Appendix A – Sample School Fee Schedule AP 548 Community Use of School Facilities
	Form/Site	
August	Task	Update “beginning of the year” forms for all students and update student lists for staff information – student health concerns; permission to publish student work/name/picture, exchange of confidential information, etc.
	Contact	Task completed at the school level
	Reference	
	Form/Site	
August	Task	Meet with Athletic Director to review the year ahead and share/review the Athletic Directors and Coaches' Handbook.
	Contact	Blain Hilbig, School Superintendent
	Reference	AP 250 Physical Activity
	Form/Site	Athletic Directors and Coaches' Handbook, Sport Physical Activity Handbook
August	Task	Update staff contact list information.
	Contact	Task completed at the school level
	Reference	
	Form/Site	

August	Task	Contact SCC Chair to begin a conversation about upcoming year.
	Contact	Kim Fick, School Superintendent
	Reference	AP 130 School Community Council Duties
	Form/Site	
August	Task	Confirm all Sask DLC course registrations have been submitted and a supervision of student plan is in place.
	Contact	Chris Oscar, Superintendent of Schools
	Reference	AP 230 Distance Learning
	Form/Site	https://www.saskdlc.ca/
August	Task	Distribute Violent Threat Risk Assessment (VTRA) Fair Notice to Parents
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	
	Form/Site	

Division Office		
August	Task	Request Student Information System (SDS) username and password for office staff and student support teachers new to your school.
	Contact	Linda Klassen, Executive Assistant, linda.klassen@sunwestsd.ca
	Reference	AP 114 Division Office Reporting
	Form/Site	Form provided to employees as required.
August	Task	Request MySchoolSask/Edsby username and password for office staff and student support teachers new to your school.
	Contact	Sondra Potratz, Administrative Assistant
	Reference	AP 114 Division Office Reporting
	Form/Site	Updates as required.
August	Task	Review Grade 10-12 student marks on SDS as posted for June 30 make corrections as necessary – check grade standing carefully.
	Contact	Sondra Potratz, Administrative Assistant
	Reference	AP 320 Student Records
	Form/Site	https://www.k12.gov.sk.ca/sdsprod/
August	Task	Review and revise MySchoolSask/Edsby data and school level information
	Contact	Sondra Potratz, Administrative Assistant/Linda Klassen, Executive Assistant
	Reference	AP 114 Division Office Reporting
	Form/Site	Updates as required.
August	Task	Review dates for report cards and establish criteria/expectations for parent portal/digital portfolio use at school.
	Contact	Sondra Potratz, Administrative Assistant
	Reference	AP 370 Student Assessment as well as the Assessment Schedule provided to schools
	Form/Site	www.sunwestsd.ca (staff tab)
August	Task	Review school website and plan for updates and changes.
	Contact	Mike Fedyk, Communications and Marketing Coordinator
	Reference	AP 140 Responsible Use of Technology
	Form/Site	
August	Task	It is important to keep MySchoolSask/Edsby student enrollment data current according to Ministry of Education guidelines – see current school year Registrar’s Handbook for School Administrators available on the Ministry of Education website.
	Contact	Sondra Potratz, Administrative Assistant
	Reference	AP 300 Admission of Students
	Form/Site	Ministry of Education https://publications.saskatchewan.ca/#/categories/682
August	Task	Review and update Driver Education list of students requiring instruction this year– send updated list to Sondra Potratz; arrange for instructor to have a classroom and supports as needed; verify dates for in-class sessions.
	Contact	Blain Hilbig, School Superintendent
	Reference	AP 235 Driver Education
	Form/Site	www.sunwestsd.ca (staff tab)

Business		
August	Task	Review decentralized budget – Navision portal – contact Business Manager for access.
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 500 Budget, AP 501 School Decentralized Budget
	Form/Site	
August	Task	Complete annual accounting of school level funds and fees.
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 511 Management of School-Generated Funds
	Form/Site	
August	Task	GST rebate for major purchases – receipts required and provided to Business Manager.
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 511 Management of School-Generated Funds
	Form/Site	
August	Task	Review rental agreements for user groups.
	Contact	Ryan Smith, Superintendent of Business
	Reference	AP 548 Community Use of School Facilities, AP 505 School Fees - School Fee Schedule
	Form/Site	General Liability Insurance available to user groups through http://ssba.instantriskcoverage.com/
August	Task	Review student insurance coverage information. <ul style="list-style-type: none"> • Basic coverage in place for students in the event of an injury during a school sponsored event. Any expenses related to the injury would go through the parents' personal plan initially. Student Accident Claim Form required. • Additional optional coverage is available to families if wanting to purchase on their own.
	Contact	Ryan Smith, Superintendent of Business
	Reference	AP 530 Insurance Management, AP 315 Illness/Injuries at School
	Form/Site	www.sunwestsd.ca (families tab), Incident Report, Student Accident Claim Form

Student Support Services		
August (Prior to September 15 th)	Task	Review lockdown plan. Plan drills for upcoming school year. <u>Complete Critical Incident Crisis Response Quick Reference</u> in the <u>Critical Incident Crisis Response Handbook</u> and finalize plans for evacuation of students with special needs prior to (Upload to School-Based Administrator Group). Review lockdown plan.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	Critical Incident Crisis Response Handbook AP 170 Critical Incident and Crisis Response
	Form/Site	Critical Incident and Crisis Response Handbook (School Level) Found in School-Based Administrator files.
August	Task	Communicate/review lockdown procedures with local RCMP.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 170 Critical Incident and Crisis Response Critical Incident and Crisis Response Handbook (School Level) Not available on website
	Form/Site	
August	Task	Refer/communicate with Director/designate if International Students are registering through EF or other agencies as this requires Division approval prior to the student starting school
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 304 International Students
	Form/Site	

August	Task	Add time on opening staff meeting agenda for discussion of Student Support Services protocols/procedures. <ul style="list-style-type: none"> • 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.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	www.sunwestsd.ca (staff tab)
August	Task	Review Communicable Disease Control Handbook.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	Communicable Disease Control Handbook AP 161 Dangerous Communicable Diseases
	Form/Site	
August	Task	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, completed Form 210-23 to understand Student Support Services caseload, etc.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Form 210-23 Additional Student Programming and Classroom Supports

School Superintendent		
August	Task	Orientation of all new staff to Division, school and job assignments – led by school-based administrator and others involved as appropriate. Coordinate mentorship opportunities for new staff prior to the last week of August.
	Contact	School Superintendent and/or Division Office Managers
	Reference	AP 416 Supervision and Appraisal
	Form/Site	
August	Task	Review Division Administrative Procedures.
	Contact	School Superintendent
	Reference	
	Form/Site	www.sunwestsd.ca (staff tab)
August	Task	Ensure school teams are in place – School Leadership Team, Professional Learning Teams (members determined at the school level), Crisis Response Team, Student Support Team, Occupational Health and Safety (OHS) and others.
	Contact	School Superintendent
	Reference	AP 170 Critical Incident and Crisis Response
	Form/Site	Critical Incident and Crisis Response Handbook (School Level) Found in School-Based Administrator files.
August	Task	Schedule time for school wide initiatives (Drop Everything and Read (DEAR), inMotion, WIN Time (What I Need), etc.).
	Contact	School Superintendent
	Reference	Task completed at the school level
	Form/Site	
August	Task	Schedule Parent Information Evening to meet staff and programming information (explain use of MySchoolSask, parent portal and Edsby).
	Contact	School Superintendent
	Reference	AP 370 Student Assessment
	Form/Site	Form 110-2a School Learning Improvement Plan

August	Task	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 School Learning Improvement Plan 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.
	Contact	School Superintendent
	Reference	AP 370 Student Assessment
	Form/Site	Form 110-2a School Learning Improvement Plan
August	Task	Review AP 414 for accessing support from Superintendents, Learning Consultant, Student Support Services Consultant, Technology Coaches and PeBL Mentor.
	Contact	School Superintendent
	Reference	AP 414 Access to Division Level Support
	Form/Site	
August	Task	Review performance appraisal processes for all staff.
	Contact	School Superintendent
	Reference	AP 416 Supervision and Appraisal
	Form/Site	www.sunwestsd.ca (staff tab) Frontline EEM (Employee Evaluation Management) http://app.frontlineeducation.com
August	Task	Review professional growth plans process with staff.
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	
August	Task	Review start time, breaks and recesses, lunch hour, and dismissal times with staff.
	Contact	School Superintendent
	Reference	AP 120 School Year Calendar
	Form/Site	

Curriculum/Instruction/Assessment		
August	Task	Begin School Learning Improvement Plan with staff and SCC. Review annual summary from previous year.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement Form 110-5 School Learning Improvement Plan Annual Summary
	Form/Site	Form 110-2a School Learning Improvement Plan; www.sunwestsd.ca (staff tab)
August	Task	Review SOCAN, ACF, and VEC/Criterion Copyright agreements and submission requirements.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 190 Copyright
	Form/Site	www.sunwestsd.ca (staff tab)
November	Task	Review Sun West Assessment Schedule with teachers and plan for implementation.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	Sun West Assessment Schedule (found in School-Based Administrator files)
	Form/Site	

Human Resources		
August 30	Task	Ensure all teachers (including substitute teachers) are registered with SPTRB
	Contact	Contact Michelle Leith or Janine Walker
	Reference	
	Form/Site	www.sptrb.ca
August 30	Task	Confirm schedules (start and end times) in Absence Management (Aesop) for all Support Staff to ensure accurate hours for absences
	Contact	Janine Walker, Human Resources Officer
	Reference	AP 407 Payroll
	Form/Site	https://app.aesopcanada.com/login2.asp

August	Task	Review staff certification in Food Safe Certificate and CPR.
	Contact	Donna Adair, Employee Benefits Officer
	Reference	
	Form/Site	
August	Task	Review of employee/volunteer privacy and access to information, the importance of effective communication and confidentiality; including responsible use of technology. <u>All</u> staff are to complete Form 403-1 Employee Review of Administrative Procedures (Permission Click).
	Contact	Michelle Leith, Human Resources Manager
	Reference	AP 140 Responsible Use of Technology AP 180 Local Authority Freedom of Information and Protection of Privacy AP 403 Code of Conduct AP 411 Communication and Confidentiality
	Form/Site	Form 403-1 Employee Review of Administrative Procedures (Permission Click)
August	Task	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.
	Contact	Donna Adair, Employee Benefits Officer
	Reference	AP 310 Student Supervision, AP 415 Leaves
	Form/Site	
August	Task	Review procedure for accessing leaves (all staff).
	Contact	Michelle Leith, Human Resources Manager/Janine Walker, Human Resources Officer
	Reference	AP 415 Leaves
	Form/Site	
August	Task	Run Active Accreditation Report and ensure teacher accreditation is up to date.
	Contact	Michelle Leith, Human Resources Manager
	Reference	AP 419 Teacher Accreditation
	Form/Site	http://www.education.gov.sk.ca/accreditation-policies-procedures .
August	Task	Ensure AP 432 is posted in accordance with Occupational Health and Safety Act.
	Contact	Michelle Leith, Human Resources Manager
	Reference	AP 432 Prevention of Harassment and Violence
	Form/Site	

Facilities/IT/Transportation		
August (prior to school start date)	Task	Request for Student Transportation
	Contact	Transportation Department (transportation@sunwestsd.ca)
	Reference	AP 550 Transportation of Students on a School Bus
	Form/Site	Form 550-1 Student Transportation (PermissionClick form www.sunwestsd.ca) Request to: transportation@sunwestsd.ca Forms required 10 days prior to date of service (See April 30 for kindergarten students)
August	Task	Request Student Bus Transportation for Practical and Applied Arts (PAA) students travelling to another school.
	Contact	Transportation Department (transportation @sunwestest.ca)
	Reference	AP 551 Special Use of School Buses
	Form/Site	Form 551-3 Bus Transportation Request -Educational Trips
August	Task	Contact Facilities for ventilation needs outside of regular school hours
	Contact	Facilities/AssetPlanner
	Reference	
	Form/Site	
August	Task	Meet with school caretaker(s) and complete walkthrough to identify outstanding maintenance and cleaning needs.
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	AP 542 Maintenance, Inspection and Safety
	Form/Site	Form 542-1 Annual Playground Inspection Sheet Form 542-2 Playground Inspection Checklist Routine

August	Task	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 (Forward certificates to Donna Adair, Employee Benefits Officer.)
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca) or Kristin Murdoch, Administrative Assistant (kristin.murdoch@sunwestsd.ca)
	Reference	AP 160 Health and Safety of Students and Staff AP 546 Chemical Management and Hazardous Materials Information System (WHMIS)
	Form/Site	
August	Task	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). Contact local fire department and invite for walkthrough.
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	AP 171 Fire Drill and Evacuation Planning
	Form/Site	
August	Task	Review AED procedures if your school has an AED.
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	AP 164 Automated External Defibrillator Use
	Form/Site	
August	Task	Establish OH&S committee as outlined. Check date of last Occupational Health & Safety meeting and schedule next one with committee.
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	AP 430 Occupational Health and Safety Committee
	Form/Site	

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

September

Education Plan/School Learning Improvement Plan		
September 30 (prior to)	Task	Learning Improvement - School Mission and Vision
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement Plan)
	Form/Site	Form 110-1 School Mission and Vision (Upload to School Based Admin Group)
September 30 (prior to)	Task	Continue building School Learning Improvement Plan
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-2a School Learning Improvement Plan
September 30 (prior to)	Task	School Learning Improvement Action Plan (Updated as necessary).
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-3 School Learning Improvement Staff Action Plan
September	Task	School Improvement Action Plan Reflection (September PD Day).
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Improvement Action Plan Reflection
September Ongoing	Task	School Learning Improvement Plan – Displayed in School. Display the School Vision/Mission end goals at minimum.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 School Learning Improvement Plan
	Form/Site	Update and share with stakeholders

School Level		
September 12, 2023	Task	SHSAA School Team Registration Form Completed by School Athletic Director
	Contact	Blain Hilbig, School Superintendent
	Reference	Athletic Directors and Coaches Handbook
	Form/Site	E3 Form This form must be filled out using on-line SHSAA forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates
September 13, 2023 (Golf) September 20, 2023 (Cross Country, Volleyball, Soccer, Football)	Task	Eligibility Forms for Cross Country, Volleyball, Soccer, and Football and Golf Completed by School Athletic Director
	Contact	Blain Hilbig, School Superintendent
	Reference	Athletic Directors and Coaches Handbook
	Form/Site	E5 Form This form must be filled out using on-line SHSAA forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates
September 16	Task	SHSAA Officials Registry for Fall Sports Completed by School Athletic Director
	Contact	Blain Hilbig, School Superintendent
	Reference	Athletic Directors and Coaches Handbook
	Form/Site	E15 Form This form must be filled out using on-line SHSAA forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates
September (by Oct. 2, 2023)	Task	SHSAA School Enrollment Declaration Form Completed by School Athletic Director
	Contact	Blain Hilbig, School Superintendent
	Reference	Athletic Directors and Coaches Handbook
	Form/Site	Form E10 This form must be filled out using on-line SHSAA forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates
September 30	Task	Athletic Director submit West Central Junior School Team Registration Form
	Contact	Blain Hilbig, School Superintendent
	Reference	Athletic Directors and Coaches Handbook
	Form/Site	Form filled on out online at https://www.shsaa.ca/page/show/968456-forms-and-due-dates

September	Task	Set the School Community Council (SCC) Annual Meeting date for no later than April 30th. 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.
	Contact	Kim Fick, School Superintendent
	Reference	AP 131 School Community Council Meeting and Election Processes
	Form/Site	
September	Task	Request community coach approval to Superintendent – needs to be done annually and ongoing in year as needed.
	Contact	Blain Hilbig, School Superintendent
	Reference	AP 250 Physical Activity Athletic Directors' and Coaches' Handbook Sport Physical Activity Handbook
	Form/Site	E-14 Non-Faculty Coach This form must be filled out and emailed to Andrea Dows andrea.dows@sunwestsd.ca. https://www.shsaa.ca/page/show/968456-forms-and-due-dates)

Business		
September 14	Task	School Generated Funds Bank Reconciliation (for June, July, August)
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 511 Management of School Generated Funds
	Form/Site	Email to Jamie Cowell, Business Supervisor
September 30 (prior to)	Task	SCC Annual Financial Workbook with Bank Statements ending August 31
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 132 School Community Council Finances
	Form/Site	Email to Jamie Cowell
September 30 (prior to)	Task	Review Fundraising Activities with SCC
	Contact	Ryan Smith, Superintendent of Business/Rhonda Saathoff, Business Manager
	Reference	AP 520 Fundraising
	Form/Site	As per AP 130 – School Community Council Duties

Student Support Services		
September	Task	Support prekindergarten teacher in conducting Ages and Stages Questionnaire Prekindergarten screening.
	Contact	Chris Oscar, Superintendent of Schools
	Reference	AP 302 Prekindergarten Admission
	Form/Site	Ages and Stages Assessment Kit
September	Task	Inform parents (newsletter or other) about school nutrition procedures.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 166 Nutrition
	Form/Site	
September	Task	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
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 211 Modified Courses, AP 212 Alternative Courses and AP 213 Functionally Integrated Programs.
	Form/Site	
September	Task	Student medication forms (including physician and parent consent forms) and Exchange of Information for complex cases if needed require annual update
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs, Student Diversity Handbook and AP 316 Administering Essential Medications to Students/Personal Care
	Form/Site	

September 14	Task	Deadline for entering English as an Additional Language (EAL) CFR numbers
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Email list to Sondra Potratz, Administrative Assistant and Meaghan Friedrick, Superintendent of Student Support Services
September	Task	Grade 1 Phonological Awareness Screen for Reading Intervention <ul style="list-style-type: none"> • For Grade 1 students who did not successfully meet the phonological awareness outcome rescreen using the Kindergarten Phonological Awareness Screen • For new students in grades 1 -2 are to be screened using the Phonological Awareness Screening Test (P.A.S.T.) and the Kindergarten Phonological Awareness Screen if phonological awareness skills appeared to be severely delayed.
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Assessment materials are in DIV-Phonology group. If not a member, email Meaghan.

School Superintendent		
September 27	Task	Complete School-Based Administrators Self-Reflection document and begin preparing Professional Growth SMART goal.
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	School-Based Administrators Professional Practice Handbook
September 30 (prior to)	Task	Submit Principals' Month End Report
	Contact	Email Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report
September 30 (prior to)	Task	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.
	Contact	School Superintendent (Email dates to Superintendent)
	Reference	AP 370 Student Assessment as well as Assessment Schedule provided to schools.
	Form/Site	www.sunwestsd.ca (staff tab)
September 30 (prior to)	Task	School Graduation Date. Enter date on calendar in School-Based Administrator group files.
	Contact	Linda Klassen, Executive Assistant
	Reference	Please consult with your SCC
	Form/Site	Email Linda Klassen and cc School Superintendent
September	Task	In collaboration with SCC, staff, students and parents create/review Code of Conduct.
	Contact	School Superintendent
	Reference	AP 350 Student Conduct AP 403 Code of Conduct
	Form/Site	
September	Task	Revisit expectations for Supervision and Appraisal (refer to Teacher Professional Practice Handbook and Support Staff Handbooks and appraisal documents). Review and discussion of Educational Assistant, School Administrative Assistant and School Librarian job description, professional growth and performance appraisal rubrics. Schedule Growth Plan meetings with all staff.
	Contact	School Superintendent
	Reference	AP 416 Supervision and Appraisal
	Form/Site	

Curriculum/Instruction/Assessment		
September	Task	Complete benchmark assessments and begin creation of Personalized Goals.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	Sun West Personalized Goal Statements
	Form/Site	Input into Dossier. Support Link: https://resourcebank.ca/courseware/lesson/659
September	Task	Upload Form 110-2a School Learning Improvement Plan when complete.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	www.sunwestsd.ca (staff tab)
September	Task	Support CWEX teacher in meeting the needs of students in your school.
	Contact	Chris Oscar, Superintendent of Schools
	Reference	AP 241 Career and Work Exploration (CWEX)
	Form/Site	

Human Resources		
September 13	Task	Master Plan - Noon Supervision Schedule
	Contact	Donna Adair, Employee Benefits Officer
	Reference	AP 415 Leaves
	Form/Site	Form 415-4 (a-d) 2023-24 Noon Supervision Schedule
September Ongoing	Task	Extra-Curricular Hours
	Contact	Donna Adair, Employee Benefits Officer
	Reference	AP 415 Leaves Extra-curricular hours approved by school principal and forwarded to Donna Adair
	Form/Site	Form 415-2 Extra-Curricular Leave Documentation
September	Task	Review the Support Staff Professional Development Fund with Support Staff.
	Contact	Michelle Leith, Human Resources Manager
	Reference	AP 418 Support Staff Professional Development Fund
	Form/Site	
September	Task	Review Lone Worker procedure with appropriate staff (caretakers).
	Contact	Michelle Leith, Human Resources Manager
	Reference	AP 432 Lone Worker
	Form/Site	
September	Task	Ensure that Volunteer package is available and presented to new volunteers as they apply to your building
	Contact	Michelle Leith, Human Resources Manager
	Reference	AP 446 Volunteers
	Form/Site	
September	Task	Submit Noon Supervision and extra-curricular hours data
	Contact	Donna Adair, Employee Benefits Officer
	Reference	AP 310 Student Supervision
	Form/Site	
September (Monthly/Ongoing)	Task	Extra-Curricular Hours Extra-curricular hours approved by school principal and forwarded to Donna Adair as received
	Contact	Donna Adair, Employee Benefits Officer
	Reference	AP 145 Leaves
	Form/Site	Form 415-2 Extra-Curricular Leave Documentation

Facilities/IT/Transportation		
September	Task	Review Responsible Use of Technology with students.
	Contact	Transportation Department (transportation@sunwestsd.ca)
	Reference	AP 140 Responsible Use of Technology
	Form/Site	

September	Task	Ensure School Code of Conduct is posted on each school bus.
	Contact	Michael Zummack, Facilities, IT and Transportation Manager
	Reference	AP 350 Student Conduct AP 403 Code of Conduct AP 550 Transportation of Students on a School Bus
	Form/Site	
September	Task	Driver Authorizations (collected electronically) for anyone transporting students.
	Contact	Michael Zummack, Facilities, IT and Transportation Manager
	Reference	AP 552 Private Vehicle Use for Student Transportation
	Form/Site	Form 552-1 Private Vehicle Report Special Events Extra-Curricular Transportation
September Ongoing	Task	Educational Trips - Request for Transportation One week prior to the date needed
	Contact	Transportation Department (transportation@sunwestsd.ca)
	Reference	AP 550 Transportation of Students on a School Bus
	Form/Site	Form 551-3 Bus Transportation Request Educational Trips. Submit to transportation@sunwestsd.ca

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

October

Education Plan/School Learning Improvement Plan		
October 15	Task	Upload Final Draft of School Learning Improvement Plan to School-Based Administrator files.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-2 School Learning Improvement Plan
October	Task	School Improvement Action Plan Reflection (October PD Day)
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Improvement Action Plan Reflection

Division Office		
October 27, 2023	Task	Deadline for 1st Semester course registration MySchoolSask
	Contact	Sondra Potratz, Administrative Assistant
	Reference	Ministry Deadline
	Form/Site	Please ensure all course registrations have been entered in MySchoolSask by this date
October	Task	Review OurSCHOOL Survey administration.
	Contact	Blain Hilbig, School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	
October	Task	OurSCHOOL Survey Set Up
	Contact	Blain Hilbig, School Superintendent
	Reference	Set Up Student, Teacher and Parent Surveys; online webinars and training
	Form/Site	https://ourschool.net/login.htm

Business		
October 9 (week of)	Task	Budget Information for current school year will be sent to you.
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 500 Budget and AP 501 School Decentralized Budget
	Form/Site	Emailed to you by Rhonda
October	Task	Review decentralized school budget. Develop budget process and involve staff and SCC in discussions regarding allocations and needs.
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 501 School Decentralized Budget
	Form/Site	

Student Support Services		
October	Task	Consult with Student Support Teacher and ensure copies of all Inclusion & Intervention Plans (IIPs) are signed and copies placed in cumulative folders, sent to parents/guardians and Student Support Services Consultant is aware by October 15 for new students.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	IIPs are completed in MySchoolSask.
October 16, 2023	Task	Early Years Evaluation (EYE) data entry start date
	Contact	Chris Oscar, Superintendent of Schools
	Reference	AP 115 Large Scale Assessment and Data Use
	Form/Site	Completion Date: November 30, 2023; https://app.earlyyearevaluation.com/site/login

School Superintendent		
October 3	Task	Ensure Professional Growth goal is ready for dialogue with Superintendent this month
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	School-Based Administrators' Professional Practice Handbook
October 14	Task	Completion of Professional Growth Conferences
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development Teacher Professional Practice Handbook Timeline (page 9)
	Form/Site	Form 417-4 Support Staff Growth Plan
October 31	Task	Submit Principals' Month End Report
	Contact	Email Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report
October	Task	Begin planning for student reporting in November – report card preparation. Communicate with parents regarding student progress, particularly if there are concerns
	Contact	School Superintendent
	Reference	AP 370 Student Assessment
	Form/Site	

Curriculum/Instruction/Assessment		
October	Task	Complete benchmark assessments and begin creation of Personalized Goals.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	Sun West Personalized Goal Statements
	Form/Site	Input into Dossier. Support Link: https://resourcebank.ca/courseware/lesson/659
October 1	Task	Grade 7 Division Reading Assessment Begins
	Contact	Kim Hobbs, Superintendent of Learning, and Vanessa Lewis, Learning Consultant
	Reference	Use forms provided by the Division Office
	Form/Site	Submit assessment in Dossier by October 28
October 28	Task	Grade 7 Division Reading Assessment Ends
	Contact	Kim Hobbs, Superintendent of Learning and Vanessa Lewis, Learning Consultant
	Reference	
	Form/Site	Submit Completed Assessments to the Division Office by October 23 for scoring on October 30 and 31

Human Resources		
Prior to October 21st	Task	Accreditation Application or Renewal due at the Ministry. Prior to October 21st for Semester 1
	Contact	Michelle Leith, Human Resources Manager
	Reference	
	Form/Site	Send to Michelle Leith prior to October 21st to allow time for processing

Facilities/IT/Transportation		
October 15	Task	East Side Schools Occupational Health and Safety Meeting and Minutes
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	One copy to: 1—staffroom 2—Facilities Manager at Division Office 3—to the school OH&S Committee Binder
	Form/Site	http://www.saskatchewan.ca/work/safety-in-the-workplace/ohc-and-ohs-representative/ohc-meeting-minutes
October	Task	Review Billet list for school bus students– ensure that information is up-to-date and complete.
	Contact	Michael Zummack, Facilities, IT and Transportation Manager
	Reference	AP 125 Severe Weather
	Form/Site	

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

November

Division Office

November 1	Task	OurSCHOOL Survey Opens; schedule dates and supports to aid students, staff and parents in completion of the surveys
	Contact	Blain Hilbig, School Superintendent
	Reference	Resource section: Student, Teacher and Parent Survey;
	Form/Site	https://ourschool.net/login.htm
November 29	Task	OurSCHOOL Survey Closes
	Contact	Blain Hilbig, School Superintendent
	Reference	Close Survey
	Form/Site	https://ourschool.net/login.htm

Business

November 6, 2023	Task	Budget Information for current school year sent back to Rhonda Saathoff.
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 500 Budget AP 501 School Decentralized Budget
	Form/Site	Sent to you in October

Student Support Services

November 25	Task	Early Years Evaluation (EYE) Data Entry Closing Date
	Contact	Chris Oscar, Superintendent of Schools
	Reference	AP 115 Large Scale Assessment and Data Use
	Form/Site	https://app.earlyyearevaluation.com/site/login
November	Task	Ensure Inclusion & Intervention Plan (IIP) Progress Reports are included with report cards.
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	
November	Task	Kindergarten Phonological Awareness Screen Using the Kindergarten Phonological Awareness Screen, all Kindergarten students are to be screened on the four phonological awareness skills.
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Assessment materials are in DIV-Phonology group. If not a member, email Meaghan

School Superintendent

November 30	Task	Submit Principals' Month End Report
	Contact	Email Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report
November	Task	Finalize report card plans and student-led conference/interview schedule; communicate with parents/guardians. Communicate format of student-led conference/interview schedule with School Superintendent.
	Contact	School Superintendent
	Reference	AP 370 Student Assessment
	Form/Site	

Facilities/IT/Transportation

November 15	Task	West Side Schools Occupational Health and Safety Meeting and Minutes
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	Three copies: one to staffroom, one to the Facilities Manager at Division Office and one to the school OH&S Committee Binder.
	Form/Site	http://www.saskatchewan.ca/work/safety-in-the-workplace/ohc-and-ohs-representative/ohc-meeting-minutes

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

December

Education Plan/School Learning Improvement Plan		
December 20	Task	School Learning Improvement Action Plan Reflection (November PD) (Upload to School Based Admin Team)
	Contact	School Superintendent
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Improvement Action Plan Reflection.

School Level		
December 6, 2023	Task	SHSAA Basketball Eligibility Form Completed by School Athletic Director
	Contact	Blain Hilbig, School Superintendent
	Reference	Athletic Directors and Coaches Handbook
	Form/Site	Form E5 This form must be filled out using on-line SHSAA forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates
December 9, 2023	Task	SHSAA Officials Registry Winter Sports Completed by School Athletic Director
	Contact	Blain Hilbig, School Superintendent
	Reference	Athletic Directors and Coaches Handbook
	Form/Site	Form E15 This form must be filled out using on-line SHSAA forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates

Division Office		
December	Task	Review results of OurSCHOOL Survey.
	Contact	Blain Hilbig, School Superintendent
	Reference	Review results, prepare reports and share with staff, students, SCC/parents
	Form/Site	https://ourschool.net/login.htm
December	Task	Submit requests for accommodations for writing departmental examinations to Ministry of Education.
	Contact	Ministry of Education
	Reference	Current year's Registrar's Handbook for School Administrators (Ministry of Education: https://www.saskatchewan.ca/government/government-structure/ministries/education#forms-and-publications)
	Form/Site	https://www.saskatchewan.ca/residents/education-and-learning/departmental-exams

Student Support Services		
December 7	Task	Inclusion & Intervention Plan (IIP) Submission
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Ensure all IIPs are on the SDS with copies uploaded to Clevr
December	Task	Collaborate with teachers of Grade 9 students who are being considered for modified courses (Level 11).
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 211 Modified Courses
	Form/Site	
December	Task	Check to ensure Modified, Alternative Education (18, 28, 38) and Functionally Integrated Program students have correct courses for second semester.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 211 Modified Courses, AP 212 Alternative Courses, AP 213 Functional Integrated Program
	Form/Site	

School Superintendent		
December 31	Task	Submit Principals' Month End Report
	Contact	Email Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report

December	Task	Begin staff planning and preparation for the next school year.
	Contact	School Superintendent
	Reference	AP 201 Instructional Program
	Form/Site	

Curriculum/Instruction/Assessment		
December	Task	Monitor and update Personalized Goals.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	Dossier

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

January

Education Plan/School Learning Improvement Plan		
January	Task	Review Form 110-2a School Learning Improvement Plan and progress being made in PLC groups towards achievement of goal – retool, redefine; apply information.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-2a School Learning Improvement Plan

School Level		
January 10, 2024	Task	SHSAA Wrestling and Curling Eligibility Form Completed by School Athletic Director
	Contact	Blain Hilbig, School Superintendent
	Reference	Athletic Directors and Coaches Handbook
	Form/Site	Form E5 This form must be filled out using on-line SHSAA forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates
January	Task	Submit PAA monies collected for credit on decentralized school account.
	Contact	Blain Hilbig, School Superintendent
	Reference	
	Form/Site	

Division Office		
January 31	Task	Enrollments Updates and Projections
	Contact	Linda Klassen, Executive Assistant
	Reference	AP 114 Division Office Reporting
	Form/Site	Email with projected enrollments will be sent to all schools prior to January 31 for updates

Business		
January	Task	Review decentralized school budget spending.
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 500 Budget
	Form/Site	

Student Support Services		
January	Task	Ensure that proper procedures/guidelines are followed if student retention/student placement is being considered (Involve Superintendent of Operations and Student Support Services)
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 371 Student Placement
	Form/Site	
January	Task	Review students in Grade 9 who may be recommended for Modified Courses or Alternative Courses or Functionally Integrated program and plan to dialogue with Student Support Services Consultant, school team and parents.
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 211 Modified Courses
	Form/Site	
January	Task	Reminder: Transition planning for students requiring such support (in collaboration with Student Support Services Consultant, Superintendent and outside agencies).
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	

School Superintendent		
January 31	Task	Submit Principals' Month End Report
	Contact	Email Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report
January	Task	Discuss staff planning with School Superintendent.
	Contact	School Superintendent
	Reference	AP 502 Staff Allocation
	Form/Site	
January	Task	Finalize exam schedule – minimum number of days for exams incorporating departmental exams for Grade 12 according to the schedule.
	Contact	School Superintendent
	Reference	
	Form/Site	

Curriculum/Instruction/Assessment		
January 30	Task	DRA Grade 1-5 Mid-Year Results
	Contact	Kim Hobbs, Superintendent of Learning, Arlene Low, Learning Consultant and Vanessa Lewis, Learning Consultant
	Reference	Completed by Grades 1-5
	Form/Site	Classroom Teachers Conduct Assessments and enter in Dossier
January	Task	Grade 1-5 teachers submit mid-year DRA scores. Share OurSCHOOL Survey results with staff and SCC.
	Contact	Blain Hilbig, School Superintendent/Kim Hobbs Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	
January	Task	Monitor and update Personalized Goals.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	Dossier

Human Resources		
January 17	Task	Performance Review – CUPE Staff Hired at the Beginning of the School Year
	Contact	Janine Walker, Human Resources Officer
	Reference	AP 416 Supervision and Appraisal
	Form/Site	Support Staff Appraisal Documents: Form 416-1, 416-2, 416-3, 416-4, 416-5, 416-6
January 31	Task	Submit master Noon Hour Supervision plan worksheet only if changes have been made that may affect payroll.
	Contact	Donna Adair, Employee Benefits Officer
	Reference	AP 415 Leaves
	Form/Site	Form 415-4 (a-d) 2020-21 Noon Supervision Schedule

Facilities/IT/Transportation		
January 15	Task	East Side Schools Occupational Health and Safety Meeting and Minutes
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	One copy to: 1—staffroom 2—Facilities Manager at Division Office 3—to the school OH&S Committee Binder
	Form/Site	http://www.saskatchewan.ca/work/safety-in-the-workplace/ohc-and-ohs-representative/ohc-meeting-minutes
January 31	Task	Submit changes to five-year facilities plan.
	Contact	Michael Zummack, Facilities, IT and Transportation Manager
	Reference	
	Form/Site	Email updated list to Mike

January Ongoing	Task	Educational Trips - Request for transportation one week prior to the date needed
	Contact	Transportation Department (transportation@sunwestsd.ca)
	Reference	AP 550 Transportation of Students on a School Bus
	Form/Site	Form 551-3 Bus Transportation Request Educational Trips. Submit to; transportation@sunwestsd.ca
January	Task	Meet with school caretaker(s) and complete walkthrough to identify outstanding maintenance and cleaning needs.
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	Form 542-1 Annual Playground Inspection Sheet Form 542-2 Playground Inspection Checklist Routine
	Form/Site	

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

February

Education Plan/School Learning Improvement Plan		
February 28	Task	School Learning Improvement Action Plan Reflection (PD Reflection Document for PD on January 31) (Upload to School Based Admin Team)
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Learning Improvement Action Plan Reflection

Division Office		
February	Task	Review Grade 10-12 marks on the Ministry of Education Student Data System (to ensure marks transferred properly)
	Contact	Sondra Potratz, Administrative Assistant or Linda Klassen, Executive Assistant
	Reference	
	Form/Site	

Business		
February 28	Task	Review Fundraising Activities with SCC
	Contact	Ryan Smith, Superintendent of Business/Rhonda Saathoff, Business Manager
	Reference	AP 520 Fundraising
	Form/Site	As per AP 130 School Community Council Duties

Student Support Services		
February	Task	Plan for Kindergarten registration and orientation.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 303 Kindergarten Admission
	Form/Site	

School Superintendent		
February 1	Task	Start the Teacher Professional Growth Mid-Year Reflection
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	Teacher Professional Practice Handbook (Page 9)
February 28	Task	Submit Principals' Month End Report
	Contact	Email Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report to Superintendent
February	Task	Plan for SCC AGM to be held in April. Set date and advertise 30 days before.
	Contact	Kim Fick, Superintendent of Schools
	Reference	AP 130 School Community Council Duties
	Form/Site	

Curriculum/Instruction/Assessment		
February 4	Task	Review of Failing Marks from Semester 1 and Initiate Credit Recovery Process Where Appropriate
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 217 Credit Recovery
	Form/Site	Form 217-1 Credit Recovery Application
February	Task	Plan for Grade 10 Division Reading Assessment (prepare for post-test). Monitor and update Personalized Goals.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	Input into Dossier. Support Link: https://resourcebank.ca/courseware/lesson/659

Facilities/IT/Transportation		
February 10	Task	West Side Schools Occupational Health and Safety Meeting and Minutes
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	One copy to: 1—staffroom 2—Facilities Manager at Division Office 3—to the school OH&S Committee Binder
	Form/Site	http://www.saskatchewan.ca/work/safety-in-the-workplace/ohc-and-ohs-representative/ohc-meeting-minutes

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

March

School Level		
March	Task	Review Inclusion & Intervention Plans (IIPs) with Student Support Teacher (and if required Student Support Services Consultant) and complete Ministry checklist. Schedule student placement and review meetings. Consult with Superintendent of School before any decisions are made. Identify who may need additional support next year and complete the Inclusion and Intervention Rubric and Additional Supports and Classroom Programming forms.
	Contact	School Student Support Services Consultant
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	

Division Office		
March 26, 2024	Task	Deadline 2nd Semester course registration MySchoolSask
	Contact	Sondra Potratz, Administrative Assistant
	Reference	Ministry Deadline
	Form/Site	Please ensure all course registrations have been entered in MySchoolSask by this date

Student Support Services		
March	Task	Reminder: Transition planning for students requiring such support (in collaboration with Student Support Services Consultant, Superintendent and outside agencies).
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	
March	Task	Update Impact Assessment Forms and complete Form 210-23 Additional Student Programming and Classroom Supports
	Contact	Student Support Consultants
	Reference	AP 210 Services for Students with Diverse Needs Student Diversity Handbook
	Form/Site	Form 210-19 Inclusion and Intervention Plan Rubric Form 210-23 Additional Student Programming and Classroom Supports

School Superintendent		
March 31	Task	Submit Principals' Month End Report
	Contact	Email Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report to Superintendent

Curriculum/Instruction/Assessment		
March	Task	Administer Sun West Grade 7 Reading Post Test (Sun West School Division Assessment Schedule for Details).
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	Input into Dossier. Support Link: https://resourcebank.ca/courseware/lesson/659 .
March	Task	Finalize report card plans and three-way conferences/interview schedule; communicate with parents/guardians.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	Input into Dossier. Support Link: https://resourcebank.ca/courseware/lesson/659 .
March	Task	Monitor and Update Personalized Goals
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	Input into Dossier. Support Link: https://resourcebank.ca/courseware/lesson/659 .

Human Resources		
Prior to March 20	Task	Accreditation Application or Renewal due at the Ministry. Prior to March 20 th of the semester/year in which accreditation is required.
	Contact	Michelle Leith, Human Resources Manager
	Reference	Send to Michelle Leith prior to March 20 to allow time for processing
	Form/Site	https://publications.saskatchewan.ca/#/products/75028

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

April

Education Plan/School Learning Improvement Plan		
April 22, 2024	Task	School Learning Improvement Action Plan Reflection (PD Reflection Document for March PD) Upload to School Based Admin Group
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Learning Improvement Action Plan Reflection

School Level		
April 1, 2024	Task	SHSAA Badminton Eligibility Form
	Contact	Blain Hilbig, School Superintendent
	Reference	Completed by School Athletic Director Athletic Directors and Coaches Handbook
	Form/Site	E5 Form This form must be filled out using on-line SHSAA forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates
April 21, 2024	Task	SHSAA Officials Registry – Spring Sports Completed by School Athletic Director
	Contact	Blain Hilbig, School Superintendent
	Reference	Athletic Directors and Coaches Handbook
	Form/Site	E15 Form This form must be filled out using on-line SHSAA forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates
April	Task	Continue to fine tune staffing assignments and needs for the next school year.
	Contact	School Superintendent
	Reference	AP 201 Instructional Program
	Form/Site	

Student Support Services		
April 17, 2024	Task	Early Years Evaluation (EYE) – Retesting
	Contact	Chris Oscar, School Superintendent
	Reference	Administrative Procedures 115 Large Scale Assessment and Data Use
	Form/Site	Completion Date - May 26, 2024 (https://app.earlyyearevaluation.com/site/login)

School Superintendent		
April 30	Task	Submit Principals' Month End Report
	Contact	Email Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report to Superintendent

Curriculum/Instruction/Assessment		
April	Task	Monitor and Update Personalized Goals.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	Input into Dossier. Support Link: https://resourcebank.ca/courseware/lesson/659 .

Human Resources		
April	Task	Retirement Gifts and Years of Service Pins will be sent to school principals as required. The principal is to contact the Subdivision Trustee and School Superintendent with dates for presenting retirement/years of service award events.
	Contact	Janine Walker, Human Resources Officer
	Reference	AP 436 Student and Staff Recognition
	Form/Site	

Facilities/IT/Transportation		
April 15	Task	East Side Schools Occupational Health and Safety Meeting and Minutes One copy to: 1—staffroom 2—Facilities Manager at Division Office 3—to the school OH&S Committee Binder
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	AP 430 Occupational Health and Safety Committee
	Form/Site	http://www.saskatchewan.ca/work/safety-in-the-workplace/ohc-and-ohs-representative/ohc-meeting-minutes
April 30	Task	Kindergarten Transportation Requests
	Contact	Transportation Department (transportation@sunwestsd.ca)
	Reference	AP 550 Transportation of Student on a School Bus
	Form/Site	Form 550-1 Student Transportation (Permission Click Form)

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

May

Education Plan/School Learning Improvement Plan		
May 29	Task	School Learning Improvement Action Plan Reflection (PD Reflection Document for May PD) (Upload to School Based Admin Team)
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Learning Improvement Action Plan Reflection
May	Task	Upload monthly action plan reflections to Admin Team. Completion of Form 110-5 School Learning Improvement Plan Annual Summary (Due in June) reporting on progress of goals set at the school level – use school division template.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-5 School Learning Improvement Plan Annual Summary

School Level		
May 1, 2024	Task	SHSAA Track and Field Eligibility Form
	Contact	Blain Hilbig, School Superintendent
	Reference	Completed by School Athletic Director Athletic Directors and Coaches Handbook
	Form/Site	E5 Form This form must be filled out using on-line SHSAA forms. https://www.shsaa.ca/page/show/968456-forms-and-due-dates
May	Task	Submit SCC Contacts Information
	Contact	Linda Klassen, Executive Assistant
	Reference	AP 131 School Community Council Meeting and Election Processes
	Form/Site	
May	Task	Ensure all SCC Members Complete Digital Year End Evaluation
	Contact	Kim Fick School Superintendent
	Reference	AP 131 School Community Council Meeting and Election Processes
	Form/Site	
May	Task	Plan with staff regarding necessary texts, resources, etc. for next school year.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 203 Instructional Resources
	Form/Site	
May	Task	Determine distance learning needs for your school.
	Contact	Chris Oscar, School Superintendent
	Reference	AP 230 Distance Learning
	Form/Site	

Business		
May 29	Task	Update School Fee Schedule
	Contact	Ryan Smith, Superintendent of Business/Rhonda Saathoff, Business Manager
	Reference	AP 505 School Fees (Sample Form in Appendix A)
	Form/Site	Submit form if making changes. Email to Jamie Cowell
May	Task	Review SCC Constitution and make revisions as necessary and submit to the Director/designate electronically for Board approval.
	Contact	Ryan Smith, Superintendent of Business
	Reference	AP 131 School Community Council Meeting and Election Processes
	Form/Site	AP 131 – Appendix A – Sample School community Council Constitution
May	Task	Review decentralized school budget spending.
	Contact	Rhonda Saathoff, Business Manager
	Reference	
	Form/Site	

Student Support Services		
May 23, 2024	Task	Early Years Evaluation (EYE) – Retesting Closing Date
	Contact	Chris Oscar, School Superintendent
	Reference	Administrative Procedures 115 Large Scale Assessment and Data Use
	Form/Site	Completion Date
May	Task	Consult with staff and parents regarding those students who will require Modified (11, 21, 31) courses.
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 211 Modified Courses
	Form/Site	
May	Task	Consult with staff and parents regarding those students who will require Alternative (18, 28, 38) courses.
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 212 Alternative Courses
	Form/Site	
May	Task	Consult with staff and parents regarding those students who will require Functional Integrated programs (14 years 8 months) in the fall.
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 213 Functional Integrated Programs
	Form/Site	
May	Task	Communicate Kindergarten start date based on school situation according to AP 303 Kindergarten Admission
	Contact	Chris Oscar, School Superintendent
	Reference	AP 303 Kindergarten Admission
	Form/Site	
May	Task	Phonological Awareness Screening <ul style="list-style-type: none"> Kindergarten: All Kindergarten students are screened again on the six phonological awareness and marked with a pass/fail. Transition and intervention plans are to be made for Kindergarten students who do not pass the screen. Grade 1: Students who have been identified as requiring phonological awareness intervention are to be screened using the Phonological Awareness Screening Test (P.A.S.T.)
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Assessment materials are in DIV-Phonology group. If not a member, email Meaghan
May	Task	Support transition meetings as scheduled. 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 Inclusion & Intervention Plan (IIP) review meetings and program development for next year.
	Contact	School Student Support Services Consultant
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Form 210-23 Additional Student Programming and Classroom Support

School Superintendent		
May 15	Task	Start Year End Professional Discussions with Staff
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	Professional Development Year-End Reflection – Page 30 Teacher Professional Practice Handbook
May 31	Task	Submit Principals' Month End Report
	Contact	Email Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report to Superintendent
May	Task	Complete formal teacher supervisions for first and second year teachers and experienced teachers as determined and provide input to Superintendent regarding teacher performance appraisal.
	Contact	School Superintendent
	Reference	AP 416 Supervision and Appraisal
	Form/Site	

Curriculum/Instruction/Assessment		
May	Task	Finalize Personalized Goals in Dossier, Grades 1-5 teachers conduct DRA. Grades 4, 7, 9 complete writing assessments Grades 2, 5, 8 complete math assessments. Consult Schedule for Provincial Assessments.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	Input into Dossier. Support Link: https://resourcebank.ca/courseware/lesson/659 .

Human Resources		
May 29	Task	Noon Hour Supervision
	Contact	Donna Adair, Employee Benefits Officer
	Reference	AP 415 Leaves
	Form/Site	Form 415-4 (a-d) 2020-21 Noon Supervision Schedule Submit master worksheet only if changes have been made that may affect payroll.
May	Task	Begin planning noon supervision plan for the next school year collated for submission and Superintendent approval.
	Contact	Donna Adair, Employee Benefits Officer
	Reference	AP 415 Leaves
	Form/Site	
May	Task	Collect teacher declaration for noon supervision.
	Contact	Donna Adair, Employee Benefits Officer
	Reference	AP 415 Leaves
	Form/Site	Form 415-3 Noon supervision Declaration

Facilities/IT/Transportation		
May 15	Task	West Side Schools Occupational Health and Safety Meeting and Minutes
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	One copy to: 1—staffroom 2—Facilities Manager at Division Office 3—to the school OH&S Committee Binder
	Form/Site	http://www.saskatchewan.ca/work/safety-in-the-workplace/ohc-and-ohs-representative/ohc-meeting-minutes

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

June

Education Plan/School Learning Improvement Plan		
June 30	Task	School Learning Improvement Action Plan Reflection (Reflection Document for PD on June 29) (Upload to School Based Admin Team)
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Learning Improvement Action Plan Reflection
June 30	Task	School Learning Improvement Plan Annual Summary signed by SCC Chair and submitted to School Superintendent.
	Contact	Kim Hobbs, Superintendent of Learning
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-5 School Improvement Plan Annual Summary

School Level		
June	Task	Complete Distance Learning Registration for Grade 10-12
	Contact	Chris Oscar, School Superintendent
	Reference	AP 230 Distance Learning
	Form/Site	https://www.saskdlc.ca/
June	Task	Order staff nameplates for new staff members.
	Contact	
	Reference	Completed at the school level.
	Form/Site	
June	Task	Submit requests for cooperative or coed SHSAA teams to the Division office.
	Contact	Blain Hilbig, School Superintendent
	Reference	AP 250 Physical Activity AP 260 Educational Trips (Curricular and Extra-Curricular)
	Form/Site	Contact SHSAA office for application form. https://www.shsaa.ca/page/show/968456-forms-and-due-dates

Division Office		
Prior to July 3	Task	Review Grade 10-12 marks on the Ministry of Education Student Data System (to ensure marks transferred properly)
	Contact	Sondra Potratz, Administrative Assistant or Linda Klassen, Executive Assistant
	Reference	
	Form/Site	
June (Before June 30)	Task	Complete end of year process MySchoolSask (MSS)
	Contact	Sondra Potratz, Administrative Assistant
	Reference	Ministry of Education Requirement
	Form/Site	
June	Task	Enter Driver Education marks into MySchoolSask/Edsby.
	Contact	Blain Hilbig, School Superintendent
	Reference	AP 235 Driver Education
	Form/Site	MySchoolSask/ SDS/Edsby

Business		
June	Task	Review decentralized school budget as year-end is August 31 – need to be in the black.
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 500 Budget
	Form/Site	
June	Task	Petty cash statement submitted at end of June.
	Contact	Rhonda Saathoff, Business Manager
	Reference	AP 517 Payments
	Form/Site	
June	Task	Submit Practical and Applied Arts monies collected for credit on decentralized school account.
	Contact	Blain Hilbig, School Superintendent
	Reference	AP 505 School Fees
	Form/Site	

Student Support Services		
June 15	Task	Review Inclusion & Intervention Plans (IIPs) with Student Support Teacher prior to their submission by June 15.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	IIPs are completed in MySchoolSask with a copy uploaded to Clevr
June 12	Task	Deadline for entering English as an Additional Language (EAL) Common Framework of Reference (CFR) numbers.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	Completed by Student Support Teacher
	Form/Site	Email list to Sondra Potratz, Administrative Assistant and Meaghan Friedrich, Superintendent of Student Support Services
June	Task	Support the exchange of information with receiving teachers by providing copies of Inclusion & Intervention Plans (IIPs), behaviour plans and transition plans to receiving schools.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	
June	Task	Review educational assistant assignments for the next school year with Student Support Teacher and staff.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	
	Form/Site	
June	Task	Ensure that the contents of cumulative records are updated.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 320 Student Records
	Form/Site	Form 320-1 Cumulative Record (Includes Student Services Provided)

School Superintendent		
June 1	Task	School Program Plan
	Contact	School Superintendent
	Reference	AP 200 Organization for Instruction
	Form/Site	Form 201-1 School Program Plan Upload to SB Admin Group, send to Linda Klassen and cc School Superintendent
June 12	Task	School bell times for upcoming year
	Contact	School Superintendent
	Reference	AP 200 Organization for Instruction
	Form/Site	Upload to School Based Admin Group
June 12	Task	Wrap up Year End Professional Discussions with Staff
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	Professional Development Year-End Reflection

June 15	Task	School Timetable and Teacher Timetables
	Contact	School Superintendent
	Reference	AP 200 Organization for Instruction
	Form/Site	Upload to SB Admin Group
June 15	Task	Finalize the Noon Supervision Plan, for the next school year, by June 15 and submit to Superintendent.
	Contact	School Superintendent
	Reference	AP 415 Leaves
	Form/Site	Form 415-3a Noon Supervision Plan
June 30	Task	Submit Principals' Month End Report
	Contact	Email Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report to Superintendent
June	Task	Ensure school level year-end checklist items are completed for all teachers with regards to their classroom and teaching assignment prior to leaving at the end of the school year.
	Contact	School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-3 Year End Checklist School Level
June	Task	Present School Learning Improvement Plan Annual Summary to SCC and community at large. Submit copy to School Superintendent.
	Contact	School Superintendent
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-5 School Learning Improvement Plan Annual Summary

Curriculum/Instruction/Assessment

June	Task	Finalize and input Assessment results into Dossier (DRA Results, Provincial Writing and Math Levels and Personalized Goals)
	Contact	Kim Hobbs, Superintendent of Learning or Vanessa Lewis, Learning Consultants
	Reference	AP 370 Student Assessment Sun West School Division 2023-24 Assessment Schedule
	Form/Site	Enter in Dossier
	Form/Site	Input into Dossier. Support Link: https://resourcebank.ca/courseware/lesson/659 .

Human Resources

June 12	Task	Submit Noon Supervision Plan for upcoming year to School Superintendent.
	Contact	Donna Adair, Employee Benefits Officer
	Reference	Submit to School Superintendent and Donna Adair
	Form/Site	Form 415-3a Noon Supervision Plan
June 12	Task	Noon Hour Supervision Final Update for Current Year
	Contact	Donna Adair, Employee Benefits Officer
	Reference	AP 415 Leaves
	Form/Site	Form 415-4 (a-d) 2020-21 Noon Supervision Schedule Email to Donna Adair to confirm hours completed
June 30	Task	All teachers (including substitute teachers) must be registered with SPTRB
	Contact	Michelle Leith, Human Resources Manager or Janine Walker, Human Resources Officer
	Reference	
	Form/Site	www.sptrb.ca

Facilities/IT/Transportation

June 5	Task	Confidential Shredding and Archive Materials Send AssetPlanner request for pickup of materials to go to Rosetown
	Contact	Michael Zummack, Facilities, IT and Transportation Manager
	Reference	AP 185 Records
	Form/Site	Arrange for pick-up through AssetPlanner

June	Task	Meet with school caretaker(s) and complete walkthrough to identify outstanding maintenance and cleaning needs.
	Contact	Gary Stalwick, Safety Coordinator (gary.stalwick@sunwestsd.ca)
	Reference	AP 542 Maintenance, Inspection and Safety
	Form/Site	Form 542-1 Annual Playground Inspection Sheet Form 542-2 Playground Inspection Checklist Routine
June	Task	Ensure that “No Tobacco Allowed” signage is in place or ordered for next year.
	Contact	Michael Zummack, Facilities, IT and Transportation Manager
	Reference	AP 165 Smoke, Tobacco and Vape Free Environment
	Form/Site	Assetplanner.com
June	Task	Discuss summer cleaning schedule 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 Manager.
	Contact	Michael Zummack, Facilities, IT and Transportation Manager
	Reference	AP 542 Maintenance Inspection and Safety
	Form/Site	
June 29	Task	Completed Transportation Request Educational Trips Are Submitted to the Transportation Department
	Contact	Transportation Department (transportation@sunwestsd.ca)
	Reference	AP 550 Transportation of Students on a School Bus
	Form/Site	Form 551-3 Transportation Request Educational Trips Submit to: transportation@sunwestsd.ca
June 29	Task	Parent transportation and attendance reports need to be in before the end of school year.
	Contact	Transportation Department (transportation@sunwestsd.ca)
	Reference	AP 550 Transportation of Students on a School Bus
	Form/Site	Form 550-4 Parent/Guardian Private Vehicle Transportation in Lieu of Bussing. (Email form to transportation@sunwestsd.ca)