

The purpose of this handbook is to offer ideas and suggestions to aid in the organization and management of a school. The forms that are included are samples of the variety you will find under Electronic Forms in your portal.

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Monthly checklists

Part 2

Staffing Timelines

- Elementary

- Secondary

Forms

Administrator's Handbook

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TVDSB Mission, Vision, and Commitments

Our Mission

Each student...every day.

Our Vision

The Thames Valley learning community inspires innovation, embraces diversity, and celebrates achievements, a strong foundation for all students.

Our Expectations:

1. Focus on Excellence
2. Provide Signature Learning Experiences
3. Be a Leader
4. Renew the Passion

Commitments - We commit to:

Putting the needs of all students first.

Being a leader in public education.

Developing leaders.

Ensuring safe, positive learning and working environments.

Inspiring innovation.

Being exemplary stewards.

Active engagement.

Fairness, equity, and inclusive education.

Being the champions of Thames Valley.

Our Goals

To increase student achievement in literacy, while reducing identified learning gaps, leading to graduation.

To increase student achievement in numeracy, while reducing identified learning gaps, leading to graduation.

To increase the percentage of Grade 9 students attaining 8 credits from 79% to 82% by June 2012.

To increase the graduation rates from 70% to 72% for the 4 year rate and from 84% to 86% for the 5 year rate by June 2012.

Dear Colleagues:

Congratulations on your administrative placement. This Administrator's Handbook represents a compilation of the tips and tools that many administrators have used and shared with their colleagues. There are many iterations of the handouts and calendars that have been a staple of the New Administrator in-service and the Administrative Mentorship program in TVDSB.

In the spirit of team work, developing our job-specific skills, and problem solving, we offer this working draft for your use during the school year. Please make additions, revisions, and deletions so that we, as a system, can create a concise, consistent tool for assisting administrators in the Thames Valley District School Board.

SEPTEMBER	
	P / VP
STUDENTS:	
School organization review	
Review School Boundaries and Attendance Area	
First Day Assembly: routines, Code of Conduct, yard divisions, lunchroom	
Medication forms signed (oral distribution & Epipen emergencies)	
Post Medical Forms in Prominent Places for Staff	
Set up of Med Dispensing Log	
Allergy Notes Distributed	
Student Attendance Routines: safe arrival, illness, bus, school closure	
Student Services Plan	
Confirm IEP lists	
School Council Nominations and Elections	
Review Before/After School Programs	
Book Graduation Facilities	
Distribution/Collection of Forms: e.g., Safe Arrivals, Code of Conduct, HW Policy	
Review Bus Routines/Routes – Student Transportation Services	
Verify Scheduling of Services: speech & language; ESL; TOSA; Health Unit	
Confirm School Photo Dates	
Check EQAO results posted on EQAO intranet site (Analysis and Publication)	
Procedure for Registration of New Students	
OSR, Review Sheet	
Meet with Attendance Counsellors	
Review home schooling lists and families' plans	
Check Epipen in office – get from pharmacy if need replacement	
Plan Grade 9 night	
Plan Parent's night for October	
Review calendar of clubs/team, fundraising	
Process for out of area students	
Emergency Phone Chain	
STAFF:	
Meet the Teacher Night	
Ongoing Meetings: School Council, Parent Association, Division Leaders	
Budget review and allocations	
Supervision plans and goal setting (ALP's)	
Lunchroom Supervisor Hiring and Training	
All Staff Timetables due by end of Week 3	
Check in with NTIP teachers	
EA Assignments & Schedule	
Regularly meet Admin Team: VP, Guidance Head, Resource Head, SST	
Update First Class conference to include new staff and LTO's	

Portal: HRS Lists	
Review staff attendance and submit concerns	
Mandatory training for staff (e.g. Epipen)	
SEPTEMBER CONT'D..	P / VP
Staff advisors	
Monitor FDK "teams"	
Add new staff to first class lists	
Submit supervision schedule and class size report	
Review T.I.C. Binder with appropriate staff	
Meet and greet Third Party Operators for before/after school program	
Develop communication plans for parents with ESL needs	
ADMIN:	
ALP and DIP due dates	
TPA deadline before day 20	
Bring this Handbook to Admin meetings to determine task lists	
Provide Electronic copies of the items that are only revised eg. Staff Handbook	
Confirmation of Department Headship levels	
MONTHLY:	
Prepare for COS meetings, Prepare for District Review meetings, Training	
BUILDING:	
Trespass signs up	
Fire Drill [3 times in fall: September (2), October (1)]	
Tornado Drill	
Review Emergency Preparedness Plans: bomb, tornado, evacuation, accident	
Review school Rental Contracts	
Overview of Fire Safety Plan (once this has been approved by Fire Department)	
Review Emergency Procedures Binder and ensure all information is detailed	
Post Fire Exit signs and Emergency Procedure signs in EVERY classroom	
Meet custodian to update Run Schedule	
Custodian monthly meetings to include: Community Use of School, attendance	
EQUIPMENT:	
Servicing school machines	
Canopy licenses	
Playground Equipment Inspection	
Admin. Computer Setup	
Phone Setup	
Staff Meeting Items	
FOCUS IS ON POLICY AND PROCEDURE	

School Improvement Plan/ School Effectiveness - Consolidation and Action Plan	
Epipen Use & Student Meds Update	
Verification of Staff with Current CPR/First Aid Training/Location of First Aid Kits	
Safety Spotlight	
Partners in Action	
Reporting on IEP/ ELL	
Custody Issues	

SEPTEMBER CONT'D...	P / VP
Review Emergency Procedures: Codes Yellow and Red; Tornado and the separate Fire Safety Plan	
Staff Handbook Update	
Establishment of Policy Input/Review Committee	
Confirmation of Division Leaders	
Confirmation of Extracurricular Involvement	
Establish Staffing Committee	
Review Child Abuse Policy	
Week #1 Newsletter Items	
Attendance / Safe Arrivals	
Staff Assignments	
Sign In / Out Procedures	
Procedures for School Visitors	
Before/After School Program	
Terry Fox Run Date/Time	
School Open House/ Meet the Teacher	
To & From School Policy (re: bicycles, skateboards, inline skates, scooters)	
Awards Programs	
Pediculosis Control	

OCTOBER	
	P / VP
STUDENTS:	
Plans for Remembrance Day	
Administration of DRP to grade 10 students to identify at-risk students OSSLT	
Plan for parent interviews after progress reports	
Progress Reports	
Prepare list of students at risk for OSSLT and develop supports	
Preparations for EQAO Practice Tests	
Parent night organization	
Plans for fall commencement and awards assemblies	
Review calendar of clubs/team, fundraising	
Meet with Attendance Counsellors	
Analysis and publication of EQAO results for Grades 3, 6	
STAFF:	
Ongoing Meetings: School Council, Parent Association, Division Leaders, Division, PDT, Student Services, Cabinet, Administration	
Individual Staff Meetings to discuss professional goals (after October 15)	
Lunchroom Supervision Review Meeting	
Check in with NTIP and LTO staff	
Class Reviews	
Schedule 3 ECE Observation Visits for Probationary Performance Appraisals	
Staff Advisors confirmed	
ADMIN:	
Ongoing: SIP, Classroom WalkThroughs; Staff Supervision; Budget	
Prep for Teacher Candidates: custody, OSR's, interviews, class mgmt.	
Plan for Teacher Candidates	
Begin to confirm information for Ministry Report e.g. special education, ELL	
School Year Report Card schedule	
Watch for HR memo re: staffing/student enrolment	
I.C.T. Plan – meet with IT committee (TSA, CST)	
Establish Student Success Team meeting for at-risk students and interventions	
De-brief after Awards Night planning (admin, presence)	
School organizational chart for submission to HR	
Review Safe School Action Plan	
Report Card Guidelines (specific to the school)	
Progress report time lines and Review students at risk	
Review staff attendance and submit concerns	
November Parent-Teacher Interviews Guidelines (specific to the school)	
Early ID guidelines (specific to the school)	

Past Practice of Halloween/Christmas/Winter Assembly and Remembrance Day	
MONTHLY:	
Prepare for COS meetings, Prepare for District Review	
OCTOBER CONT'D	P / VP
BUILDING:	
Meet with Operations and Maintenance for Facility Review	
Tornado Drill Fall	
Fire Drill [3 times in fall: September (2), October (1)]	
Quarterly School Inspections	
Lockdown drill	
Health & Safety Tour	
Custodian monthly meetings to include: Community Use of School, attendance	
EQUIPMENT:	
Playground Equipment Inspection	
Playground Equipment Inventory for Winter	
Assess budget status of FDK furniture and equipment account	
Winter Playground Rules	
Staff Meeting Items	
Professional Development focus	
Staff goals due by October 15 both ALP and Support Staff Goal Setting	
Mandatory Training – Review H & S Spotlights	
Newsletter Items	
Parent Shelf in library	
Graduation Awards available	
Educational Web Sites	
School Council Members	
School Closure Procedures	

NOVEMBER	
	P / VP
STUDENTS:	
Early Identification: Grades 1-3	
Meet with Attendance Counsellors	
Review calendar of clubs/team, fundraising	
Holiday assembly plans	
School Website updates	
Grade 8 Visits to Secondary School	
School Calendar/Course Offerings for next year	
Planning of Grade 8 Night	
Class parties and showing copywrited movies policy and procedure	
Mid-term Report Cards	
Parent Interviews	
STAFF:	
Individual meetings with staff to discuss professional goals	
ECE Internal Transfer Process for September openings	
Staff Advisors and Coaches confirmed for spring	
ADMIN:	
Ongoing Meetings: School Council, Parent Association, Division Leaders, PDT, Student Services, Custodian, Cabinet, Administration	
Ongoing: SIP, Classroom WalkThroughs; Staff Supervision; Budget	
MONTHLY:	
Prepare for COS meetings, Prepare for District Review meetings	
Review staff attendance and submit concerns	
BUILDING:	
Review inclement weather procedure and policy (phone chain)	
Custodian monthly meetings to include: Community Use of School, attendance issues, school event set up, building problems, any concerns e.g. work orders uncompleted	
Meet with Operations and Maintenance Leaders	
EQUIPMENT:	
Playground Equipment Inspection & Winter Use Rules	
Staff Meeting Items	

Professional Development focus	
Resignation Date of November 30 for December of current year	
Health and Safety focus	

NOVEMBER CONT'D	P / VP
Newsletter Items	
November Report Card reminder / Interview Dates & Procedures	
Parent Shelf in library	
Remembrance Day Plans	
Educational Web Sites	

DECEMBER	P / VP
STUDENTS:	
Parent Interview Day	
Lost & Found Claims; Unclaimed to Charity	
Gather Secondary School Information Night Materials	
Holiday Assembly	
Exam Schedule	
Supervision Schedule	
Meet with Attendance Counsellors	
Review calendar of clubs/team, fundraising	
OSSLT Planning	
STAFF:	
Lunchroom Supervision Review Meeting	
EQAO Results - Analysis and Improvement Plan	
Meet with NTIP and LTO staff	
MONTHLY:	
Prepare for COS meetings, Prepare for District Review meetings	
Review staff attendance and submit concerns	
Resignation Date	
ADMIN:	
Ongoing Meetings: School Council, Parent Association, Division Leaders, Cabinet	
Ongoing: SIP, Classroom WalkThroughs, Staff Supervision, Budget	
HST Rebate	
Information regarding parade/Holiday Concert	
Update emergency phone chain	
Reminder of "no surprises" policy about marks	
BUILDING:	

Custodian monthly meetings to include: Holiday security of school	
EQUIPMENT:	
Playground Equipment Inspection	
Staff Meeting Items	
Professional Development Focus	
Health & Safety focus	

DECEMBER CONT'D...	P / VP
Newsletter Items	
Parent Shelf in library	
Educational Web Sites	
Lost & Found Claims	
Secondary School Information Update	
Happy Holidays! Dates that school office closes and reopens	
EQAO Results	
Health Unit Information	

JANUARY	P / VP
STUDENTS:	
Grade 9 Information Night (if not in November) / dates to parents	
Dates for Early Years (JK / SK) Reports (Office & Home)	
Early ID (JK & SK)	
Review list of Students at Risk of being unsuccessful on OSSLT and update	
Schedule OSSLT Supervision	
Semester 2 Timetables	
Course Registration for September	
Meet with Attendance Counsellors	
Review calendar of clubs/team, fundraising	
Learning Cycle # 2 (if funding available)	
Grade 8 High School visits	
Report Card Writing PA day / Report Card submission procedures	
Send out of area letters	
Set up Early Years Registration newspaper ad	
Distribute FDK Extended Day Program Survey (from Third Part Operator)	
IEP Updates	
STAFF:	

Advise staff of staffing timelines	
Staff Transfer Notification	
Survey staff re: Course delivery, prep, involvement with scheduling	
Discuss report card guidelines –dates for office/home, interview procedures, “No surprises” policy	
If require ECE staff in September, put aside time for scheduled interviews (H.R.)	
Due: Probationary Appraisals for new ECE’s	
ADMIN:	
Ongoing Meetings: School Council, Parent Association, Division Leaders, Division, Cabinet, PDT, Student Services, Custodian, Administration	
Ongoing: SIP, Classroom WalkThroughs; Staff Supervision; Budget	
Scheduling of IPRC Reviews (March) & updates	
School organization for September	
MONTHLY	
Prepare for COS meetings, Prepare for District Review meetings	
Review staff attendance and submit concerns	
Organize MISA funding project and send in report to R&A and Superintendent	
School Council – parent involvement plans with Ministry funding	
EQUIPMENT:	
Meeting with Operations and Maintenance Leaders	
Playground Equipment Inspection (not needed in winter)	

JANUARY CONT’D...	P / VP
Custodian monthly meetings to include: Community Use of School, attendance issues, school event set up, building problems, any concerns e.g. work order uncompleted	
Staff Meeting Items	
Professional Development focus:	
School Improvement Plan update	
Health & Safety focus	
Newsletter Items	
Out of Area Registration by March 1	
Early Years Registration Dates – involvement in TVNELP	
Educational Web Sites	
Parent Shelf in library	

FEBRUARY	
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	P / VP
STUDENTS:	
Invitations out for IPRC Reviews	
Early ID (Grades 1-3) – Revisit “Wait & Watch” Students	
Early Years Reports	
OSSLT Assembly for information	
OSSLT day’s schedule	
Meet with Attendance Counsellors	
Review home schooling lists and families’ plans	
Check Epipen in office – get from pharmacy if necessary	
Review calendar of clubs/team, fundraising	
Send letter to Out of Area Students	
Early Years registration	
Course registrations for September	
Monthly student assembly focus for semester 2	
STAFF:	
Report Card Guidelines: dates for office/home; interview procedures; needs	
Lunchroom Supervision Review Meeting	
Staff profiles regarding grade preferences and September timetable	
How information was collected from in school staffing committee members (did they meet and look at the grade allocations or were they requested to provide the administrator with their recommendations)	
Teacher Recognition Week (of Feb. 14)	
ADMIN:	
Ongoing Meetings: School Council, Parent Association, Division Leaders, Division, Cabinet, PDT, Student Services, Custodian, Administration	
Ongoing: SIP, Curriculum WalkThroughs; Staff Supervision; Budget, Teacher Performance Appraisals	
Enrolment Projections (gather #'s from feeder schools)	
MONTHLY:	
Prepare for COS meetings, Prepare for District Review meetings	
Watch for TVNELP (early years learning) e-mail (only some schools will receive)	
Review staff attendance and submit concerns	
Quarterly school inspection	
Review Safe School Action Plan & Committee; update if needed	
BUILDING:	
Inspect outside walkways and doorways for safety (snow/ice)	
Custodian monthly meetings to include: Community Use of School, attendance issues, school event set up, building problems, any concerns e.g. work orders uncompleted	
FEBRUARY CONT’D	P / VP

EQUIPMENT:	
Begin planning of furniture requests for newly created FDK classrooms	
Playground Equipment Inspection (not needed in winter)	
Staff Meeting Items	
Professional Development focus	
Code of Conduct Review	
Dress Code Review	
Health & Safety focus	
Newsletter Items	
Out of Area Registration by March 1	
Graduation Awards available	
Educational Web Sites	
Parent Shelf in library	

MARCH	
	P / VP
STUDENTS:	
IPRC Reviews	
Report Card interviews	
Meet with Attendance Counsellors	
Review class lists for accurate EQAO OSSLT list	
Review accommodations for OSSLT with LST	
Distribute memo to staff re OSSLT schedule and students writing in Resource	
Review calendar of clubs/team, fundraising	
Progress Reports for Semester 2 courses	
Parents' Night	
STAFF:	
Plan April PD Day	
Probationary to permanent recommendations	
Meet with NTIP and LTO about staffing process	
Gather information on teaching requests for next school year	
Staff advisors and coaches (begin to plan for next year)	
ADMIN:	
Ongoing Meetings: School Council, Parent Association, Division Leaders, Division, Cabinet, PDT, Student Services, Custodian, Administration	
Ongoing: SIP, Curriculum WalkThroughs; Staff Supervision; Budget	
GST Rebate	

Meet with custodial team/ plant re: capital projects over summer	
MONTHLY	
Prepare for COS meetings, Prepare for District Review meetings	
Review staff attendance and submit concerns	
Allocation of grade placement for teachers / In School Staffing Committee	
Meet with Department Heads about Section numbers for September	
BUILDING:	
Meeting with Operations and Maintenance Leaders	
Custodian monthly meetings to include: Community Use of School, attendance issues, school event set up, building problems, any concerns e.g. work orders uncompleted	
Building closing dates over break	
EQUIPMENT:	
Receive furniture allotment for newly created FDK classrooms and prepare purchasing orders	
Playground Equipment Inspection	

MARCH CONT'D	P / VP
<i>Staff Meeting Items</i>	
Professional Development focus	
Health & Safety focus	
<i>Newsletter Items</i>	
To and from school policy (re: bikes, skateboards, inline skates, scooters)	
Advertise closing of building and reopening after Break	

APRIL	
	P / VP
STUDENTS:	
Graduation / Commencement Planning begins	
Preparation for EQAO testing	
Education Week Planning	
Early ID (JK & SK) - Revisit Wait and Watch students	
Meet with Attendance Counsellors	
Meet with Spec Ed Co-ordinator about high needs student(s) in September	
Review calendar of clubs/team, fundraising	
Mid-semester Report Cards and follow up (e.g., At Risk Meetings)	
Update Student Handbook and Planners	
STAFF:	
Admin Secretary Day	
Meet NTIP (contract) and submit 2 Performance Appraisals to H.R.	
Review staffing process and dates with LTO's	
ADMIN:	
Ongoing Meetings: School Council, Cabinet, Division Leaders, Admin Team	
Ongoing: SIP, Curriculum WalkThroughs; Staff Supervision; Budget	
Preliminary staffing allocations based on enrolment projections	
Timetabling	
MONTHLY:	
Prepare for COS meetings, Prepare for District Review meetings	
Review staff attendance and submit concerns	
Continue to meet with Department Heads about September	
Staffing - determine openings and interviews	
BUILDING:	
Custodian monthly meetings to include: Community Use of School, attendance issues, school event set up, building problems, any concerns e.g. work orders uncompleted	
Tornado Drill	
Emergency Procedures Drill (Lock Down)	
Consider school location of possible Extended Day Program, if viable (criteria to be distributed)	
Fire Drill (Three times in Spring April (2), May (1))	
APRIL CONT'D	P / VP
EQUIPMENT:	

Playground Equipment Inspection (walkaround before it opens)	
Staff Meeting Items	
<i>Professional Development focus:</i>	
<i>Education Week Planning</i>	
<i>School Improvement Plan review and update</i>	
<i>Health & Safety focus</i>	
Newsletter Items	
Education Week Plans	
Dental Hygiene Month	
Graduation Awards available	

MAY	P / VP
STUDENTS:	
Graduation / Commencement Planning continues	
Education Week first week of May	
EQAO Testing - grades three and six	
Summer school registration	
Information meeting with students from feeder schools or visits to feeders	
Evening meeting for grade 7 Graduation assistants	
Meet with Attendance Counsellors	
Review calendar of clubs/team, fundraising	
Banquets - e.g., Music, Award, Athletics	
Ensure that Transition Meetings for grade 8's are planned	
STAFF:	
School Organization - rooms for next school year	
Staffing (allocation/ interviews)	
Complete Teacher Performance Appraisals and send to H.R.	
Complete Supervision Schedules (elementary)	
ADMIN:	
Ongoing Meetings: School Council, Parent Association, Division Leaders, Division, Cabinet, PDT, Student Services, Custodian, Administration	
Ongoing: SIP, Curriculum WalkThroughs; Staff Supervision; Budget	
Report Card Guidelines: dates for office/home, interview procedures, special needs reporting and "NO surprises" policy	
Timetables for Fall - courses, rooms, teachers	
Order Student Planners	
Book photographer for next year	
Volunteer Recognition	
MONTHLY:	

Prepare for COS meetings, Prepare for District Review meetings	
Review staff attendance and submit concerns	
BUILDING:	
Meeting with Operations and Maintenance Leaders and Quarterly Inspection	
Custodian monthly meetings to include: Community Use of School, attendance issues, school event set up, building problems, any concerns e.g. work orders uncompleted	
Fire Drill (Three times in Spring April (2), May (1))	
Confirmation of Extended Day Program being offered in September	

MAY CONT'D	P / VP
EQUIPMENT:	
Playground Equipment Inspection	
Staff Meeting Items	
Professional Development focus	
Health & Safety focus	
Newsletter Items	
Education Week Highlights	
EQAO testing dates, tips and requirements	

JUNE	
	P / VP
STUDENTS:	
Graduation / Commencement Planning	
Confirmation of out of area acceptance	
Final Report Cards issued and filed	
Note to parents - retrieval of meds from office for summer, new permission forms	
Transfer of OSR's to high school along with students' Annual Education Plans	
Welcome to new Early Years children	
Meet with Attendance Counsellors	
Review calendar of clubs/team, fundraising for next year	
IMEP's ensure parents have been contacted in June and medical forms current	
First Day packages for students	
Bussing information – contact info, pick up arrangements, how to deal with	
Look at My Big Yellow School Bus portal	
Review loading classes and time table	
Signing off of OSR's	
Ensure planners and calendars are at printing services	

DRA (and in jacket)	
Order dictionaries	
STAFF:	
Graduation awards meeting with staff, awards ordered	
Supervision schedules for Fall	
Staffing allocation/interviews	
Retrieve classroom key/ P Cards from staff who are moving/retiring	
Transfer teacher files to new schools	
Names of people On Leave, TAG Positions	
Staff Advisors for clubs/teams for next year	
List of secretarial responsibilities	
Have staff complete "Staff Information Sheet" and summer contact information	
Review the current Teacher in Charge binder or create one	
Classroom allotment	
Request an introduction at the June staff meeting (if moving to new school)	
Request an introduction to Department Heads/Division Leaders (if moving)	
Request a date in May or June to "shadow" the current Admin (if moving)	
First Day packages for teachers	
Revise staff manual (electronic)	
Establish opportunities for ECE's and teachers to collaborate (be creative)	
Review ECE assignments	
ADMIN:	
Ongoing Meetings: School Council, Parent Association, Division Leaders	
Ongoing: SIP, Curriculum WalkThroughs; Staff Appraisals Supervision; Budget	
JUNE CONT'D...	P / VP
Creation of class lists for Fall	
Summer schedules for office and custodians	
Timetables for Fall	
Transportation applications for next school year (sending school to complete)	
Volunteer Recognition	
Preparation of planner inserts for Fall	
Review staff attendance and submit concerns	
Organizational Chart	
Organize quarterly school inspections	
Elementary class promotions	
Summer contact information	
Check WHMIS and offence declaration	
Classroom Allotment	
Complete purchase orders for fall	
Promotion meetings	
BUILDING:	
Custodian monthly meetings to include: Community Use of School, attendance	

Change bell times (if necessary)	
Prepare hall bulletin boards/schedule of teacher responsibility	
Complete the Emergency Binder	
Distribute/collect school keys	
Prepare calendar (and meeting dates for staff meetings, councils, pictures)	
Make arrangements for first day breakfast and custodian gift	
Writing all pertinent information regarding Fire Drills in the Safe Schools Binder	
Complete room inventories	
Review Custodial summer clean up plan	
EQUIPMENT:	
Playground Equipment Inspection	
Staff Meeting Items	
Start! Stop! Continue! to assess current staff needs	
Update staff changes and recognize retirees	
OSR Purge and Pass	
School Implementation Plan review and feed forward to Fall	
Health & Safety focus	
Newsletter Items	
First Day procedure for September	
Graduation Plans	
Plans for page three of report cards	
Office closure over summer and reopening	
Staffing update	
Grade 9 Welcome	
August Newsletter/Mailing home	
JUNE CONT'D...	P / VP
Transportation	
Clubs/Activities scheduled	
School Council first meeting scheduled, election	