

# August 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Possible Tasks
	1	2	3	4	Verify Qualifications of All Staff Members
					Establish Emergency Procedure Drills
7	8	9	10	11	Determine Pro-D Days for school year
					Review Employee/Parent/Student Handbook
14	15	16	17	18	Review TOC resumes and set up interviews
					Review Policy and Procedure manual
21	22	23	24	25	Establish school committees
<b>Reading Training: Kamloops, Prince George, Nanaimo</b>			<b>Principal Short Course: Richmond</b>		Review school insurance policy
<b>FNESC Workshop Summer Institute Until August 24<sup>th</sup></b>					Develop School Budget
					Ensure Staff Criminal Record Check Complete
28	29	30	31		Meet with board/chief and council to establish board meeting schedule
<b>Reading Training Prince Rupert</b>		<b>Adult SEP Conference: Richmond</b>			Establish class size, composition and staffing needs
<b>Provincial Minimum Days of Instruction:</b> Days in Session: 187 Days of Instruction: 179 Non-Instructional Days: 7 Administrative Day:		<b>Prescribed minimum number of hours of instruction for 2017/18:</b> 873 hours of instruction for students in Grades 1 to 7 947 hours of instruction for students in Grades 8 to 12			

# September 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Possible Tasks
				1	DIBELS Progress Monitoring
					Prepare September newsletter and establish monthly newsletter deadlines
					Prepare and print year calendar
<b>Labour Day 4</b>	5	6	7	8	Set up School Assembly schedule
					Teaching Overviews due Sep. 30 <sup>th</sup>
11 <b>SEP Regional: Prince George 1601 Due</b>	12	13	14 <b>SEP Regional: Prince Rupert</b>	15 <b>SWEP Report Due</b>	Post sub list in staffroom and in each staff member's box
18 <b>SEP Regional: Kamloops</b>	19	20 <b>SEP Regional: Richmond</b>	21	22 <b>DIBELS Training: Richmond Fri/Sat</b>  <b>FNESC: Science First Peoples Workshop: Richmond</b>  <b>Reciprocal Agreement Due (First Time Applicants)</b>	Set up site walk-through with custodian/maintenance dept. and establish maintenance schedule
					Send home Parent Handbook
					Prepare Reciprocal Tuition Forms
					Establish year long Staff Meeting Schedule
					Review CAT Data (if used) from previous year – discuss student needs
					Data Discussion with staff – student progress
25 <b>SEP Regional: Nanaimo</b> <b>FNESC Regional: Cranbrook</b>	26	27	28 <b>K4 PLC Meeting: Richmond</b>	29 <b>SNAPSHOT DATE ON SCHOOL ENROLMENT</b>	

# October 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Possible Tasks
2 PEN Request Must be completed  DIBELS/PELI Benchmarking for 2 weeks	3	4	5	6 FNSA School Assessment Mtg  SEP Workplan Due  Reciprocal Tuition Checklist/Spreadsheet/FNSA Certification Due	Nominal Roll Reciprocal Tuition PEN Request for Students for Non- Independent Schools IEP's completed for students DIBELS Benchmarking: Oct 3-14th School/class photos
Thanksgiving Day 9	10 Last week for DIBELS/PELI Benchmarking	11 FNSC Regional: Terrace SEP HighCost Due & 2 <sup>nd</sup> call for Psych ED	12 EA Training: Primary Grades	13 EA Training: Primary Grades	Reciprocal Tuition: student spreadsheet, checklist etc. for non-Independent Schools Independent School's: Data DIBELS Progress Monitoring Interim report cards Establish fieldtrip calendar for all classes
16 High School PLC: Richmond FNSC Regional: Williams Lake	17	18	19 Gr 6/7 PLC: Richmond FNSC Regional: Kamloops	20 Duplicate Enrolment Must be Resolved	SEP Work plan Enter Employee Information in Teacher Regulation Employer Databank First fire/emergency/ Earthquake drill
23 K5/Gr1 PLC: Richmond	24	25 Gr 2/3 PLC: Richmond	26	27	Data Discussion with staff - student progress
30	31				

# November 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Possible Tasks
		1	2 <b>Gr 4/5 PLC: Richmond</b>	3	Report Cards
					DIBELS Progress Monitoring
					Parent Teacher Interviews
					IEP Review
6 <b>FNESC Regional: Prince George Principal PLC: Richmond</b>	7	8	9 <b>EA Training: Intermediate Grades 4-12</b>	10 <b>SEP 2<sup>nd</sup> Level Services Application</b>	Data Discussion with staff – student progress
13	14 <b>Parents/SEP Mental Health Workshop</b>	15 <b>Parents/SEP Mental Health Workshop FNESC Regional: Nanaimo</b>	16	17 <b>Friends for Life</b>	
20 <b>FNESC Regional: Kelowna</b>	21	22	23 <b>FNESC Regional: Vancouver</b>	24	
27	28	29	30		

# December 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Possible Tasks
				1 <b>FNESC Conference Fri/Sat</b>	DIBELS Progress Monitoring
					Data Discussion with staff - student progress
					Time-line Christmas concert/activities
4	5 <b>Learning Assistance Teachers Network</b>	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
<u>Christmas</u> 25	26	27	28	29	