

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 Learning First Peoples Summer Institute Richmond	21 Reading Training Richmond	22	23	24
27 Primary Saxon Training: Richmond	28 Intermediate Saxon Training: Richmond	29	30	31
<u>Provincial Minimum Days of Instruction:</u> Days in Session: 188 Days of Instruction: 180 Non-Instructional Days: 6 Curriculum Implementation Day: 1 Administrative Day: 1		<u>Prescribed minimum number of hours of instruction for 2018/19:</u> <ul style="list-style-type: none"> 848 hours of instruction for students in kindergarten. 873 hours of instruction for students in grades 1 to 7; 947 hours of instruction for students in grades 8 to 12. 		

Possible Tasks
Verify Qualifications of All Staff Members
Establish Emergency Procedure Drills
Determine Pro-D Days for school year
Review Employee/Parent/Student Handbook
Review TOC resumes and set up interviews
Review Policy and Procedure manual
Establish school committees
Review school insurance policy
Develop School Budget
Ensure Staff Criminal Record Check Complete
Meet with board/chief and council to establish board meeting schedule
Establish class size, composition and staffing needs

September

2018

Monday	Tuesday	Wednesday	Thursday	Friday
Labour Day 13	4	5	6	7
10 1601 Due: Reciprocal Tuition	11	12	13	14 SWEP Report Due
17 SEP Regional Session: Prince Rupert →	18	19	20 SEP Regional Session: Prince George →	21 Reciprocal Tuition Applic. Due if 1st Time Enrolling
24 SEP Regional Session: Kelowna →	25	26	27 SEP Regional Session: Richmond →	28 SNAPSHOT Date on School Enrolment DIBELS For Newbies 28th/29th: Richmond

Possible Tasks
DIBELS Progress Monitoring
Prepare September newsletter and establish monthly newsletter deadlines
Prepare and print year calendar
Set up School Assembly schedule
Teaching Overviews due Sep. 30 th
Post sub list in staffroom and in each staff member's box
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

Monday	Tuesday	Wednesday	Thursday	Friday
1 Week 1 DIBELS/PELI Benchmarking SEP Regional Session: Nanaimo	2 High Sch. PLC Mtg. Richmond	3	4 FNESC Reg. Session: Kelowna Gr 6/7 PLC Mtg. Richmond	5 SEP Work Plan Due Reciprocal Tuition Spreadsheet etc. Due 2018/19 School Assessment Mtg. 1601/1701 Due-Independent
Thanksgiving Day 8	9 Week 2 DIBELS/PELI Benchmarking	10 FNESC Reg. Session: Prince Rupert	11 Primary EA Training	12 DIBELS Data in DIBELS Net Additional High Cost Funding Application Due
15 Post-Secondary Ed. Gathering: Vanc. Nominal Role Due	16 K5-Gr 1 PLC Mtg. Richmond	17	18 Gr 2/3 PLC Mtg. Richmond	19 Provincial Pro-D
22 FNESC Reg. Session: Prince George	23 K4 PLC Mtg. Richmond	24	25 Gr 4/5 PLC Mtg. Richmond	26
29	30	31		

Possible Tasks
Nominal Roll Due Oct 15th
Reciprocal Tuition PEN Request for Students for Non-Independent Schools
IEP's completed for students
DIBELS/PELI Benchmarking: Oct 1-12th
School/class photos
Reciprocal Tuition: student spreadsheet, checklist etc. for non-Independent Oct 5
Independent School's: Data
DIBELS Progress Monitoring
Interim report cards
Establish fieldtrip calendar for all classes
SEP Work plan
Enter Employee Information in Teacher Regulation Employer Databank
First fire/emergency/ Earthquake drill
Data Discussion with staff – student progress

November

2018

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
	FNESC Reg. Session: Kamloops →		Principal PLC Mtg. Richmond →	2nd Level Services Applications Due
Remembrance Day Stat 12	13	14	15	16
			Intermediate EA Training →	
			FNESC Reg. Session: Nanaimo →	
19	20	21	22	23
				Aboriginal Education Conference: Vancouver (23rd-24th)
26	27	28	29	30
		FNESC Reg. Session: Cranbrook →		
Learning Assistant Teacher Network: TBA Late Nov./Early Dec.				

Possible Tasks
Report Cards
DIBELS Progress Monitoring
Parent Teacher Interviews
IEP Review
Data Discussion with staff – student progress

December

2018

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
FNESC Office Closed Until Jan 7th				
31				
FNESC Office Closed Until Jan 7				

Possible Tasks
DIBELS Progress Monitoring
Data Discussion with staff – student progress
Time-line Christmas concert/activities

Mental Health Literacy Workshop: TBA Early December or January

Monday	Tuesday	Wednesday	Thursday	Friday
	1 <u>FNESC Office Closed Until Jan 7th</u>	2	3	4
7	8	9 FNESC Reg. Session: Vancouver	10	11
14	15	16	17	18 High Cost 2 nd Call Due Health/Sci./Career Proposal Due
21	22	23	24	25
28	29	30 Reciprocal Tuition Payments	31	

TASKS
DIBELS Progress Monitoring
Order CAT4 Testing Material
Second Fire/Emergency/Earthquake Drill
Staff Meeting
Revisit School-Wide Rules/Policies/Procedures

February

2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1 SEP Interim Report Due
4 DIBELS/PELI Benchmarking Week	5	6	7	8
11 DIBELS/PELI Benchmarking Week	12	13	14	15 DIBELS scores due in DIBELS Net
<u>BC Family Day 18</u>	19	20	21	22
25	26	27	28	

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TASKS
DIBELS/PELI Benchmarking First Two Weeks of Feb.
Data Discussion with Staff Re: Student Progress
IEP Reviews
SEP Interim Reports Due
Independent School's Data
DIBELS Progress Monitoring
Staff Meeting

March

2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
				Final Report Due for Skills Link & Coop Ed.

18	19	20	21	22
25	26	27	28	29

TASKS
DIBELS Progress Monitoring
Report Cards & Parent Teacher Interviews
Staff Meeting
Spring Break

April

2019

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
			FNSA Auth. Rep Mtg.	FNSA Conference & AGM 12 th /13 th
				<u>Good Friday 19</u>

<u>Easter Monday</u> 22	23	24	25	26
29	30			

TASKS
DIBELS Progress Monitoring
Data Discussion with staff-student progress
Staff Meeting
FNSA Authorised Rep Mtg.
FNSA AGM
FNSA Conference

May 2019

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		CAT4 Administered	→	
6	7	8	9	10
CAT4 Administered	→			
13	14	15	16	17
	CAT4 Mailed for Marking			SEP Final Report Due
				SWEP Proposal Due

Victoria Day 20	21	22	23	24
	DIBELS/PELI Benchmark	→		
27	28	29	30	31
DIBELS/PELI Benchmark	→			DIBELS Scores Due in DIBELS Net

TASKS
CAT4 Testing and Submission for Marking
DIBELS/PELI Benchmark 3
Staff Meeting
Third fire/emergency/earthquake drill
Advertise for any new positions
Begin sports day and end of the year planning

June 2019

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
				TEFA Final Report Due
				Health/Sci/Career Final Report Due
				2 nd Level Services Application Due
10	11	12	13	14

				Skills Link Proposal Due
17	18	19	20	National Aboriginal Day 21
24	25	26	27	28
		Coop Ed Proposal Due (TBC)		

TASKS
TEFA Final Report
Report Cards
Staff Meeting
School/class supply and resource order for following year
Second Level Services Request Form
Skills Link Proposal
SWEP Proposal Due
Teachers Complete PR Cards
IEP reviews and wrap up