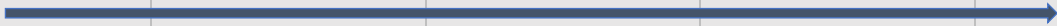






Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
FNSLA Certificate Program 				
Learning First Peoples Summer Institute-Richmond 			Saxon Math Training	
Language Institute (Marriott-Richmond) 				
Program Training+K4 PELI	Program Training+K4 Programs	PLC Refresher: For all school staff	Principal Short Course 	
26	27	28	29	30
			FNLT/MAP Training 	
<u>Provincial Minimum Days of Instruction:</u> Days in Session: 188 Days of Instruction: 180 Non-Instructional Days: 6 Administrative Day: 1		<u>Prescribed minimum number of hours of instruction for 2019/20:</u> <ul style="list-style-type: none"> 853 hours of instruction for students in kindergarten. 878 hours of instruction for students in grades 1 to 7; 952 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

Monday	Tuesday	Wednesday	Thursday	Friday
Labor Day 2	3	4	5	6
9	Language Team Mtg. 10	11	12	SWEP Report Due 13
SEP Regional: Nanaimo 16	Language Regional Workshop: Nanaimo 17	SEP Regional: Prince George 18	Language Regional Workshop: Prince George 19	20
School Assessment Mtg. 23	SEP Regional: Prince Rupert 24	Language Regional Workshop: Prince Rupert Language Sub-Committee Mtg. 25	SEP Regional: Kamloops 26	Language Regional Workshop: Kamloops K4 Language Workshop: Kamloops Acadience Reading Training (DIBELS) Sept 27-29 th FNSLA Certificate Prog. Sept 27-29 27
Primary EA Training 30 SNAPSHOT Date on School Enrolment SEP Regional: Vancouver/Richmond	Oct 1		Additional Dates: *School Assessment Coaches Meeting: Sunday Sept. 22 nd	

Possible Tasks:
Prepare September newsletter and establish monthly newsletter deadlines
Prepare and print year calendar
Set up School Assembly schedule
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
Acadience Progress Monitoring
Establish year-long Staff Meeting Schedule
Review CAT Data (if used) from previous year – discuss student needs
Data Discussion with staff – student progress
Teaching Overviews due end of month

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Language Regional Workshop: Richmond Primary EA Training Acadience/PELI Benchmarking	2	3 K/1 PLC Mtg. FNESC Regional Session: Kelowna	4 SEP Workplan Due Reciprocal Tuition Spreadsheet etc. Due (TBC) 1601/1701 Due-Independent Schools (TBC)
7 Language & Culture Conference: Vancouver Gr 2/3 PLC Mtg. Acadience/PELI Benchmarking	8	9 FNLE PLC (former Focus Grp): Vancouver	10 Intermediate EA Training FNESC Regional Session: Prince Rupert	11 Language Workplans Due
14 Thanksgiving Day	15 SEP Additional High Cost Due	16 Benchmark Data Uploaded	17 Gr 4/5 PLC Mtg.	18
21 K4 PLC Mtg. Nominal Role Due (TBC)	22 FNESC Regional Session: Kamloops	23 Gr 6/7 PLC Mtg.	24	25 FNLE PLC (former Focus Grp): Prince George FNSLA Certificate Program Oct 25-27
28 High School PLC Mtg.	29	30	31 First Nations Parent Grant Request (TBC)	

Possible Tasks:
SEP Work plan
Enter Employee Information in Teacher Regulation Employer Databank
Reciprocal Tuition PEN Request for Students for Non-Independent Schools
Reciprocal Tuition: student spreadsheet, checklist etc. for non-Independent (TBC)
Independent School's: Data 1601/1602/1701 (TBC)
Acadience/PELI Benchmarking: Oct 1-11th
Language Workplan
Nominal Roll Due (TBC)
IEP's completed for students
Acadience Progress Monitoring
Data Discussion with staff – student progress
Establish fieldtrip calendar for all classes
School/class photos
Interim report cards
First fire/emergency/ Earthquake drill

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Immersion PLC: Richmond Nov 1-2
4 FNESC Regional Session: Nanaimo	5	6	7 Principal PLC Mtg.	8 2 nd Call Psych Ed
Prov. Exams				
11 Remembrance Day	12 Prov. Exams	13	14	15
18 FNESC Regional Session: Cranbrook	19	20	21	22 FNSLA Certificate Program Nov 22-24
25	26	27	28 FNESC Annual Conference	29 Health/Career/Science Proposal Due (TBC)

Possible Tasks:
Report Cards
Acadience Progress Monitoring
Parent Teacher Interviews
IEP Review
Data Discussion with staff – student progress
Provincial Exams Nov 4-12th
Health/Career/Science Proposal (TBC)

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5 Learning Assistance Teacher (LAT) Network →	6
9 FNESC Regional Session: Prince George →	10	11	12 FNESC Regional Session: Vancouver →	13
16	17	18 Language Sub- Committee: Vancouver	19	20
23 FNESC Office Closed Until Jan 6th	24	25 Christmas	26	27
30 FNESC Office Closed Until Jan 6th	31			

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

January

2020

Monday	Tuesday	Wednesday	Thursday	Friday
FNESC Office Closed Until Jan 6th		1 New Years	2	3
6	7	8	9	10
13	14	15	16	17 Health/Sci./Career Proposal Due High Cost 2 nd Call Due
20 Prov. Exams	21	22	23 K4 PLC Mtg.	24
27	28	29	30 K/1 PLC Mtg.	31 Reciprocal Tuition Payments

Possible Tasks:
Acadience Progress Monitoring
Data Discussion with staff – student progress
Order CAT4 Testing Material
Second Fire/Emergency/Earthquake Drill
Revisit School-Wide Rules/Policies/Procedures
Provincial Exams Jan 20-24 th

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
Acadience/PELI Benchmarking				
10	11	12	13	14
Acadience/PELI Benchmarking				
17	18	19	20	21
Family Day		Benchmark Data Uploaded	LAT Network Mtg.	FNSLA Certificate Program Feb 21-23
			Gr 4/5 PLC Mtg.	Indep. School 1701 Data Collection Due (TBC)
24	25	26	27	28
Gr 6/7 PLC Mtg.				

Possible Tasks:
Acadience/PELI Benchmarking First Two Weeks of Feb.
Data Discussion with Staff Re: Student Progress
Acadience Progress Monitoring
SEP Interim Report Due
Independent School's Data-1701 (TBC)

Monday	Tuesday	Wednesday	Thursday	Friday
2 High School PLC Mtg. →	3	4 External Assessor Training	5 Principal PLC Mtg. →	6
9	10	11 Language Sub-Committee Mtg.: Vancouver	12	13 Final Report Due for Skills Link
16 Final Report Due for Coop Ed.	17	18	19	20
23	24	25	26	27
30	31			

Possible Tasks:
Acadience Progress Monitoring
Data Discussion with Staff Re: Student Progress
IEP Reviews
Report Cards & Parent Teacher Interviews
Skills Link Final Report
Coop Ed Final Report
Spring Break

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 FNSA Authorized Representative Meeting	3 FNSA Conference & AGM April 3-4 th : Vancouver
6	7	8	9	10 Good Friday
13 Easter Monday	14 Prov. Exams	15	16	17
20 Prov. Exams	21 K4 PLC Mtg.	22	23 Primary EA Training	24 FNSLA Certificate Program April 24-26
27	28	29	30 SWEP Proposal Due (TBC)	

Possible Tasks:

Acadiance Progress Monitoring

Data Discussion with staff-student progress

FNSA Authorized Rep Mtg.

FNSA AGM

FNSA Conference

Provincial Exams April 14-20th

SWEP Proposal Due (TBC)

Staff Letter of Intents for 2020-21 School Year

Look for University Teacher Career Fair dates if needing to hire staff

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
Intermediate EA Training →				
CAT4 Testing →				
11	12	13	14	15
Skills Link Proposal Due: TBC				
CAT4 Testing →				
18	19	20	21	22
Victoria Day	CAT4 Mailed for Marking			SEP Final Report Due
	Acadience/PELI Benchmarking →			
25	26	27	28	29
Acadience/PELI Benchmarking →				FNSLA Certificate Program May 29-31

Possible Tasks:
CAT4 Testing and Submission for Marking
Skills Link Proposal (TBC)
Acadience/PELI Benchmark
Data Discussion with staff-student progress
SEP Final Report
Third fire/emergency/earthquake drill
Advertise for any new positions
Begin sports day and end of the year planning

Monday	Tuesday	Wednesday	Thursday	Friday
1 Language & Culture Final Report Due (TBC)	2	3 Benchmark Data Uploaded	4	5
8	9	10 2nd Level Services Application Due	11	12 BCTEA Final Report Due (TBC)
15 Coop Ed Proposal Due (TBC)	16	17	18	19 Health/Sci/Career Final Report Due (TBC)
22 FNESC Office Closed In Lieu of National Aboriginal Day Final exam offering for EN 12, EFP 12	23 Final exam offering for Com 12	24	25	26
29	30 First Nations Parent Club Activity Report Due (TBC)			First Nations Parent Club Grant-Final Report Due July (TBC)

Possible Tasks:
Language & Culture Final Report (TBC)
BCTEA Final Report (TBC)
IEP reviews and wrap up
School/class supply and resource order for following year
Second Level Services Request Form
Coop Ed Proposal (TBC)
Health/Science/Career Final Report (TBC)
Report Cards
Final Provincial Exam Offering for EN 12 & EFP 12 June 22nd
Final Provincial Exam Offering of Communications 12 June 23rd
Review supports that will be needed for 2020-21 school year
Look at class compositions for 2020-21 school year
Teachers Complete PR Cards

