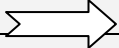


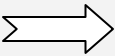
**PRINCIPAL ANNUAL WORK PLAN – Revised April 2009
Grande Prairie and District Catholic Schools No. 28**

<p>AUGUST</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend New Teacher Orientation Wine and Cheese <input type="checkbox"/> Submit the name of Acting Principal when Admin out of building. Must be approved by the Superintendent before appointing. <input type="checkbox"/> School Opening Mass and Board Recognition of Staff (Long Service and Awards—Principals to verify the list with staff prior to the District Mass) <input type="checkbox"/> Meet with New Teaching Staff and make sure they have current Program of Studies and Approved Basic Resources. <input type="checkbox"/> Send all new Staff Member names to Technology Dept. so they can set up new people on server with passwords and access (email etc). Please have only one person contact support@gpcsd.ca on a regular basis. <input type="checkbox"/> Send the school's Calendar of Events so they can be put in a District calendar <input type="checkbox"/> Set up a system so the newsletter gets to every Trustees and Superintendent/ Deputy (electronic & paper so it is on time) <input type="checkbox"/> Review Crisis Intervention Manual with Staff (bomb threat procedure) <input type="checkbox"/> Drug dog/search of schools – plan & procedure <input type="checkbox"/> Review Network & Email Procedure #140 (Appropriate Use), O.H. & S Procedure, and Teacher Evaluation #407 with staff <input type="checkbox"/> Review School Goals/ Plans/ Progress/ Communication at each staff meeting <input type="checkbox"/> Check and see if each classroom has crisis response manual
<p align="center"></p> <p>SEPTEMBER</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Host Meet the Teacher Night-Back to School BBQ/Open House <input type="checkbox"/> Review with Staff procedure for Fire Drills and conduct one early in Sept/ another at the end of Sept. (Record data on Form #132). <input type="checkbox"/> Review with Staff and Students procedures for a Lockdown Drill, (put a blurb in September newsletter so parents are aware). <input type="checkbox"/> Distribute to Teachers and Support Staff District Individual Growth Plan template and deadline of end of Sept is advised/ October is required (at the end of Form #469) <input type="checkbox"/> Meet with new Teachers (Probationary & Temporary contracts) and review with them “Enhancing Professional Growth” evaluation document –pre - observation form, rubrics etc...and set up the first classroom observation for each teacher (October, December, March) <input type="checkbox"/> Establish/ Follow the new supervision cycle <input type="checkbox"/> Advice Forms to Superintendent by Sept 10 <ul style="list-style-type: none"> <input type="checkbox"/> New support staff to building or if hours have changed <input type="checkbox"/> Teachers or Support Staff returning to work <input type="checkbox"/> CST add/delete and time changes <input type="checkbox"/> These drive payroll and pay! <input type="checkbox"/> Mentor/Protégé names into Deputy Superintendent (the Principal must approve Protégé and not just ask for volunteers) <input type="checkbox"/> Start up School Community TEAM meeting <input type="checkbox"/> Submit changes to Teacher/Grade Timetables into CEC by Sept 20 <input type="checkbox"/> New Admin/ Transferred Admin. apply for Extranet password, phone in request to have access to certain items (see below) <ul style="list-style-type: none"> <input type="checkbox"/> https://phoenix.edc.gov.ab.ca/login/default.asp <input type="checkbox"/> Accountability Survey Results <input type="checkbox"/> Achievement Results <input type="checkbox"/> Individual Student Profiles (review & send home Parent Copy with letter-also on Extranet; circulate Individual Student Profiles to Teachers) <input type="checkbox"/> Diploma, Rutherford, High School Completion, & Drop Out Rates <input type="checkbox"/> PAT, Diploma Results released to parents and staff using standard “School Profile” form (distributed by Superintendent) <input type="checkbox"/> Superintendent will send you the District results (3 year comparison); School results are on Extranet <input type="checkbox"/> Request from Teachers to hand in Long Range Plans (one in the new format #101), and Emergency Sub Plans. <input type="checkbox"/> Christmas concert schedule discussion

PRINCIPAL ANNUAL WORK PLAN – Revised April 2009
Grande Prairie and District Catholic Schools No. 28

OCTOBER	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with Staff to review Individual Professional Growth Plan and Year Plans (Board form or ATA web site) <input type="checkbox"/> School Council Liaison Meeting #1 <input type="checkbox"/> Board presentation School Results and Plans <input type="checkbox"/> First formal classroom visit/evaluation for new Teachers and post observation debriefing <input type="checkbox"/> Conduct 1st Fire Drill <input type="checkbox"/> By Oct 10 submit School Mini Budget to CEC (Finance & Superintendent) <input type="checkbox"/> Superintendent Review #1: <input type="checkbox"/> Science Week <input type="checkbox"/> Meet with Teachers to review Achievement Test Results (item by item) and develop an Action Plan for Improvement (Acceptable and Standard of Excellence) <input type="checkbox"/> Commissioning Mass for Staff (out of town Principals set up with your Parish priest) <input type="checkbox"/> New Trustee School Liaison is appointed for your school at the Organizational Meeting in October <input type="checkbox"/> Complete School Plans <input type="checkbox"/> Faith Day 2009
NOVEMBER	<ul style="list-style-type: none"> <input type="checkbox"/> Board meeting to address School Planning Reports <input type="checkbox"/> Approve AERR and Class Size Information Survey (CSIS) <input type="checkbox"/> Catholic Education Sunday <input type="checkbox"/> Conduct 1 Lockdown Drill (#1) <input type="checkbox"/> Report Cards go out. Set date to have Report card to you so you can read over, proof, initial, and comment. <input type="checkbox"/> Present School Plans to Board of Trustees <input type="checkbox"/> Due November 15 is first evaluation for teachers on probationary or temporary contracts** note temporary teachers 2 months or more must be evaluated <input type="checkbox"/> Order PAT on line
DECEMBER	<ul style="list-style-type: none"> <input type="checkbox"/> Second Formal Teacher Observation <input type="checkbox"/> Plan for celebration of Christmas <input type="checkbox"/> Superintendent Review #2 <input type="checkbox"/> Review Crisis Intervention Manual with Staff (bomb threat procedure) <input type="checkbox"/> Drug dog/search of schools – plan & procedure
JANUARY	<ul style="list-style-type: none"> <input type="checkbox"/> Ambassador of Christ Award submission due Dec 30 <input type="checkbox"/> Generate Accountability Survey codes from Extranet for Survey; pass out to staff and arrange for student time in computer lab <input type="checkbox"/> Jan 31-March 31 Feedback for Administrative Procedures for all stakeholders <input type="checkbox"/> Edwin Parr Nominations <input type="checkbox"/> Intent Forms <input type="checkbox"/> Due between January 31-Feb 2 is second evaluation for teachers on probation or temporary contracts <input type="checkbox"/> Register on line for Field Testing

**PRINCIPAL ANNUAL WORK PLAN – Revised April 2009
Grande Prairie and District Catholic Schools No. 28**

<p>FEBRUARY</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submit intent forms to CEC <input type="checkbox"/> School Council Liaison Meeting <input type="checkbox"/> Conduct 2nd Fire Drill <input type="checkbox"/> Superintendent Review #3 <input type="checkbox"/> Submit Edwin Parr Nomination to Board office (deadline March 30) <input type="checkbox"/> Intent Forms due Feb 28
<p>MARCH</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct 2nd Lockdown Drill <input type="checkbox"/> Submit Maintenance Requests for summer work <input type="checkbox"/> Report Cards go out, set date to have RC to you to read over and initial
<p>APRIL</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct 3rd Fire Drill <input type="checkbox"/> Start writing up staff evaluations!! <input type="checkbox"/> Start planning for next year <ul style="list-style-type: none"> ◆ Projected enrollment ◆ if JH look at course options your staff could offer ◆ Staffing <input type="checkbox"/> Kindergarten Registration night (possible Open House for Kindergarten-schools choice) <input type="checkbox"/> Due April 15 is last evaluation for teachers on probation or temporary contracts
<p>MAY</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete evaluation of new teachers and submit to Superintendent <input type="checkbox"/> Submit contract recommendations to Superintendent <input type="checkbox"/> School Council Liaison Meeting <input type="checkbox"/> Education Week Activities/Highlights <input type="checkbox"/> School Grad and submission of “Student” Ambassador of Christ Award for one grad <input type="checkbox"/> Conduct 4th Fire Drill <input type="checkbox"/> JH Mike Dorval Memorial Scholarship nominee <input type="checkbox"/> Ed Foundation Junior High Citizenship Scholarships – one per grade 7 & 8 <input type="checkbox"/> Grad Student Awards – see Student Award Poster from Ed Foundation
<p>JUNE</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Christmas Concert discussion (event planning) <input type="checkbox"/> GLA Reporting is due <input type="checkbox"/> Make sure Teaching Staff is in place for next year; CEC co-interviews <input type="checkbox"/> Report Cards go out, set date to have report cards to you to read over and initial/ review report cards <input type="checkbox"/> Ensure TAs are scheduled to end on the students’ last day of school. <input type="checkbox"/> Verify Service Awards and Special Awards (one-time certificates) for staff <input type="checkbox"/> Have a SBLT in place for next School Year <input type="checkbox"/> SBLT: Plan August School Collaborative Day <input type="checkbox"/> School calendar of events to CEC for next school year re: District Calendar <input type="checkbox"/> School wide Year End Celebration/Awards <input type="checkbox"/> Talk to Secretary and Lib. Tech about their work days in July and Aug. <input type="checkbox"/> Discuss/ schedule Custodial staff holiday time during the Summer <input type="checkbox"/> Last day of School Submission: <ul style="list-style-type: none"> ○ School Results ○ School Plan ○ School Council minutes and financial records ○ Forms: Fire Drills, School Community Team, Student Health, CST tracking sheet ○ Update all cumulative files ○ Other data (CEC sends you requirements)

PRINCIPAL ANNUAL WORK PLAN – Revised April 2009
Grande Prairie and District Catholic Schools No. 28

ONGOING	<ul style="list-style-type: none"><input type="checkbox"/> Inform Superintendent of “hot button” issues/ potential issues<input type="checkbox"/> Send copies to Superintendent of all In School and Out of School Suspension Letters<input type="checkbox"/> Track Study Team progress/ data (ongoing)<input type="checkbox"/> Walk through classrooms daily<input type="checkbox"/> Complete Staff Evaluation cycle.<input type="checkbox"/> Monthly School Newsletters and Teacher Newsletters to parents/guardians (include Outcomes, Class and School goals, strategies, & how parents can help and get involved -increase Parent Communication)<input type="checkbox"/> Let your Trustee Liaison(s) know about ongoing events at your school, including sending copies of School Newsletters to CEC and Trustees<input type="checkbox"/> HR advertising forms and Advice sheets into CEC (these drive payroll)<input type="checkbox"/> Provide Administrative Procedure recommendations<input type="checkbox"/> Complete SIX Fire Drills over the course of the year<input type="checkbox"/> Record School Community TEAM, Student Health, Aboriginal student progress, information monthly on Statistics form
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