

Administrative Procedures 114-A Division Office Reporting (Colony School)



Adopted: June 28, 2011

Amended: August 25, 2025

External References:

Internal References:

- AP 114 Division Office Reporting – Appendix A – Colony Administrator's Monthly Calendar
- Form 114-1 Principal's Monthly Report to Superintendent
- Form 114-2 Year-end Checklist Division Level
- Form 114-2 Year-end Checklist Colony Schools
- Form 114-3 Year-end Checklist School Level

Background

In order to ensure accountability and ongoing school and division improvement, a variety of data must be provided by schools to the Division Office.

The Sun West School Division website (www.sunwestsd.ca) hosts all Board of Education policies, administrative procedures, forms, handbooks, and a variety of resources.

Procedures

1. The principal is responsible to ensure that processes are developed at the school level which result in timely and accurate data being communicated between school and Division Office.
 - 1.1 Administrative Procedures 114a Division Office Reporting (Colony schools) – Appendix A – Colony Administrator's Monthly Calendar provides an overview of good practices for colony administrators and notification of action that is required based on administrative procedures. Complete information for colony administrators is available in the procedures themselves.
2. From time to time, colony principals may be asked to facilitate one-time data gathering activities.

Administrative Procedures 114-A - Appendix A Colony School Administrators' Monthly Calendar



Adopted: June 28, 2011

Amended: August 31, 2024

External References:

- Education Act: Sections 85, 87, 156, 175, 194, 196

Internal References:

- Form 201-1 School Program Plan

2024-25 COLONY SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

****Note:** All Administrative Procedures, Forms and Handbooks are available on the Sun West School Division website at www.sunwestsd.ca under the staff tab.

The colors below correspond to each area of responsibility.

Education Plan/School Learning Improvement Plan
School Level
Division Office
Business
Student Support Services
School Superintendent
Curriculum/Instruction/Assessment
Human Resources
Facilities/IT/Transportation

August

School Level		
August	Task	Update “beginning of the year” forms for all students and update student lists for staff information – student health concerns; permission to publish student work/name/picture, exchange of confidential information, etc.
	Contact	Task completed at the school level
	Reference	
	Form/Site	
August BIG ROSE COLONY SCHOOL	Task	Confirm Sask DLC course registrations have been submitted. A supervision of student plan needs to be in place
	Contact	Chris Oscar, Superintendent of Schools
	Reference	AP 230 Distance Learning
	Form/Site	https://www.saskdlc.ca/

Division Office		
August	Task	Request Student Information System (SDS) username and password for office staff and student support teachers new to your school.
	Contact	Sheri Gallagher, Executive Assistant, sheri.gallagher@sunwestsd.ca
	Reference	AP 114 Division Office Reporting
	Form/Site	Form provided to employees as required.
August	Task	Request MySchoolSask/Edsby username and password for office staff and student support teachers new to your school.
	Contact	Sondra Potratz, Data, Information and Software Analyst
	Reference	AP 114 Division Office Reporting
	Form/Site	Updates as required.

August	Task	Review and revise MySchoolSask/Edsby data and school level information
	Contact	Sondra Potratz, Data, Information and Software Analyst / Kristy Huck, Executive Assistant
	Reference	AP 114 Division Office Reporting
	Form/Site	Updates as required.
August	Task	It is important to keep MySchoolSask student enrollment data current according to Ministry of Education guidelines – see current school year Registrars Handbook for School Administrators available on the Ministry of Education website
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 300 Admission of Students
	Form/Site	Ministry of Education https://publications.saskatchewan.ca/#/categories/682
August	Task	Review and update Driver education list of students requiring instruction this year– send updated list to Blain Hilbig. Students can start at 14 years 9 months and must remain registered and in regular classes until course and driving completed.
	Contact	Blain Hilbig, School Superintendent
	Reference	AP 235 Driver Education
	Form/Site	www.sunwestsd.ca (staff tab)
August	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month or over the Summer.
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program

Business		
August	Task	Review decentralized budget – Navision portal – contact Business Manager for access.
	Contact	Jamie Cowell, Business Manager
	Reference	AP 500 Budget, AP 501 School Decentralized Budget
	Form/Site	
August	Task	Complete annual accounting of school level funds.
	Contact	Jamie Cowell, Business Manager
	Reference	AP 511 Management of School-Generated Funds
	Form/Site	
August	Task	Ongoing – update school-level equipment and textbook/resources inventory for insurance purposes
	Contact	Ryan Smith, Superintendent of Business
	Reference	AP 514 Inventory Management AP 203 Instructional Resources AP 530 Insurance Management
	Form/Site	

August	Task	Review insurance coverage <ul style="list-style-type: none"> • User Group Insurance - provide insurance info to user groups to acquire their own general liability insurance (Instant Risk Coverage) through the online portal. Additional optional coverage is available to families if wanting to purchase on their own. • Incident Reports - submit Incident Reports throughout the year for all personal injuries (sports, playground, etc) and property loss / damages (theft, flood, etc) through the Optik Risk Platform. • Student Insurance - Student Accident Insurance Information for families is posted on the Sun West website under the <i>Forms & Procedures tab-Miscellaneous Documents</i>.
	Contact	Ryan Smith, Superintendent of Business
	Reference	AP 530 Insurance Management, AP 315 Illness/Injuries at School
	Form/Site	User Group Insurance Program: https://ssba.instantriskcoverage.com/register School Incident Report Form: https://www.opticrisk.com/SSBA/forms/AccidentIntake.aspx Optional student accident extended coverage: https://specialmarkets.ia.ca/aonon

Student Support Services		
August (Prior to September 15 th)	Task	Review lockdown plan. Plan drills for upcoming school year. <u>Complete Critical Incident Crisis Response Quick Reference in the Critical Incident Crisis Response Handbook and finalize plans for evacuation of students with special needs prior to (Upload to School-Based Administrator Group). Review lockdown plan.</u>
	Contact	Operational Superintendent
	Reference	Critical Incident Crisis Response Handbook AP 170 Critical Incident and Crisis Response
	Form/Site	Critical Incident and Crisis Response Handbook (School Level) Not available on website
August	Task	Communicate/review lockdown procedures with local RCMP.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 170 Critical Incident and Crisis Response Critical Incident and Crisis Response Handbook (School Level) Not available on website
	Form/Site	
August	Task	Add time on opening staff meeting agenda for discussion of Student Support Services protocols/procedures. <ul style="list-style-type: none"> • Student Support Team Members and Meeting Schedule. • Student Support Teacher/SB Administrator Regular Meeting Time. • Student referral updates • School Leadership Team or TRIAD team established and discuss times to meet regularly to address needs of students/staff – let staff know who is on this team and when they meet • Book regular times to meet with Student Support Teacher and Complex Classroom Teacher team • Book regular EA meetings throughout year • Student Support Teacher/SB Administrator/EA Staff Regular Meeting Time. • Classroom Teacher Responsibilities related to students with unique learning needs. • Student Support Plan Development and Implementation Responsibilities • Response to Intervention (RTI) and student referral processes.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	www.sunwestsd.ca (staff tab)
August	Task	Review Communicable Disease Control Handbook.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	Communicable Disease Control Handbook AP 161 Dangerous Communicable Diseases
	Form/Site	

August	Task	Review educational assistant assignments at school; contact the Student Support Services Consultant if necessary. Arrange space for itinerant individuals to your school – Child & Youth Counsellor, CWEX itinerant if applicable, Student Support Services personnel – SLP, Psychologist, Addictions Educator.
	Contact	Meaghan Friedrich, School Superintendent
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	
August	Task	Review communication protocol with German Teacher (if new to colony, finalized by Oct)
	Contact	Chris Oscar, Superintendent with Responsibilities for Colony Schools
	Reference	Colony Handbook
	Form/Site	

School Superintendent		
August	Task	Orientation of all new staff to Division, school and job assignment – led by school-based administrator and others involved as appropriate. Coordinate mentorship opportunities for new staff prior to the last week of August.
	Contact	School Superintendent and/or Division Office Managers
	Reference	AP 416 Supervision and Appraisal
	Form/Site	
August	Task	Review Division Administrative Procedures.
	Contact	School Superintendent
	Reference	AP 102 Review of Administrative Procedures
	Form/Site	Sun West School Division - Forms and Policies (sunwestsd.ca)
August	Task	Schedule time for school wide initiatives (Drop Everything and Read (DEAR), inMotion, etc.).
	Contact	School Superintendent
	Reference	Task completed at the school level
	Form/Site	
August	Task	Schedule Parent Information Evening to meet staff and programming information.
	Contact	School Superintendent
	Reference	AP 370 Student Assessment
	Form/Site	Form 110-2a School Learning Improvement Plan
August	Task	Refer to division assessment plan for all levels of assessment – national; provincial and division; review with teachers to inform the timing and expectations; alignment of common assessments at school level to School Learning Improvement Plan goals. Review DRA and division level reading assessment data for setting goals for the school year; PLTs need this data so teachers who need to participate in assessments know dates.
	Contact	School Superintendent
	Reference	AP 370 Student Assessment
	Form/Site	Form 110-2a School Learning Improvement Plan
August	Task	Review AP 414 for accessing support from Superintendents, Learning Consultant, Student Support Services Consultant, Technology Coaches and PeBL Mentor.
	Contact	School Superintendent
	Reference	AP 414 Access to Division Level Support
	Form/Site	
August	Task	Review performance appraisal processes for all staff.
	Contact	School Superintendent
	Reference	AP 416 Supervision and Appraisal
	Form/Site	Sun West School Division (sunwestsd.ca) Frontline EEM (Employee Evaluation Management) http://app.frontlineeducation.com

August	Task	Review professional growth plans process with staff.
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	
August	Task	Review start time, breaks and recesses, lunch hour, and dismissal times with staff.
	Contact	School Superintendent
	Reference	AP 120 School Year Calendar
	Form/Site	

Curriculum/Instruction/Assessment		
August	Task	Begin School Learning Improvement Plan with staff. Review annual summary from previous year.
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement,
	Form/Site	Form 110-2a School Learning Improvement Plan; Sun West School Division (sunwestsd.ca)
August	Task	Review SOCAN, and VEC/Criterion Copyright agreements and submission requirements.
	Contact	Kim Price, Superintendent of Learning
	Reference	AP 190 Copyright
	Form/Site	Sun West School Division (sunwestsd.ca)

Human Resources		
August 30	Task	Ensure all teachers (including substitute teachers) are registered with SPTRB
	Contact	Contact Lauren Johb or Janine Walker
	Reference	
	Form/Site	www.sptrb.ca
August 30	Task	Confirm Schedules (start and end times) in Absence Management (Aesop) for all Support Staff to Ensure Accurate Hours for Absences
	Contact	Janine Walker, Human Resources Officer
	Reference	AP 407 Payroll
	Form/Site	https://app.aesopcanada.com/login2.asp
August	Task	Review staff certification in Food Safe Certificate and CPR.
	Contact	Donna Adair, Employee Benefits Officer
	Reference	
	Form/Site	
August	Task	Review of employee/volunteer privacy and access to information, the importance of effective communication and confidentiality; including responsible use of technology.
	Contact	Lauren Johb, Human Resources Manager
	Reference	AP 140 Responsible Use of Technology AP 180 Local Authority Freedom of Information and Protection of Privacy AP 403 Code of Conduct AP 411 Communication and Confidentiality
	Form/Site	Form 403-1 Employee Review of Administrative Procedures (Permission Click) Sun West School Division (sunwestsd.ca)
August	Task	Review procedure for accessing leaves (all staff).
	Contact	Lauren Johb, Human Resources Manager/Janine Walker, Human Resources Officer
	Reference	AP 415 Leaves
	Form/Site	

Facilities/IT/Transportation		
August	Task	Develop and/or review school procedures related to safe operation. Ensure first aid materials including protective gloves are up-to-date and in correct locations – Review with staff. Review staff certification in first aid/CPR (Forward certificates to Donna Adair, Employee Benefits Officer.)
	Contact	Facilities Department (facilities@sunwestsd.ca)
	Reference	AP 160 Health and Safety of Students and Staff AP 546 Chemical Management and Hazardous Materials Information System (WHMIS)
	Form/Site	
August	Task	Review fire drill and evacuation plan. Ensure school map and emergency exit routes are posted in each room. Plan drills for upcoming school year. (3 fall/3 spring). Contact local fire department and invite for walkthrough.
	Contact	Facilities Department (facilities@sunwestsd.ca)
	Reference	AP 171 Fire Drill and Evacuation Planning
	Form/Site	

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

September

Education Plan/School Learning Improvement Plan		
September 30 (prior to)	Task	Learning Improvement - School Mission and Vision
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement Plan)
September 30 (prior to)	Form/Site	Form 110-1 School Mission and Vision (Upload to School Based Admin Group)
	Task	Continue building School Learning Improvement Plan
	Contact	Chris Oscar, Superintendent of School Operations
September 30 (prior to)	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-2a School Learning Improvement Plan
	Task	School Learning Improvement Action Plan (Updated as necessary)
September 30 (prior to)	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-3 School Learning Improvement Staff Action Plan
September	Task	School Improvement Action Plan Reflection (September PD Day)
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
September	Form/Site	Form 110-4 School Improvement Action Plan Reflection

Division Office		
September	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program

Student Support Services		
September	Task	Student medication forms require annual update including physician and parent consent forms.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 316 Administering Essential Medications to Students/Personal Care
	Form/Site	
September 14	Task	Deadline for entering EAL CFR numbers
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Email list to Sondra Potratz, Administrative Assistant and Meaghan Friedrich, Superintendent of Student Support Services
September	Task	Grade 1 Phonological Awareness Screen for Reading Intervention
		<ul style="list-style-type: none"> For Grade 1 students who did not successfully meet the phonological awareness outcome rescreen using the Kindergarten Phonological Awareness Screen For new students in grades 1 -2 are to be screened using the Phonological Awareness Screening Test (P.A.S.T.) and the Kindergarten Phonological Awareness Screen if phonological awareness skills appeared to be severely delayed.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Assessment materials are in DIV-Phonology group. If not a member, email Meaghan

School Superintendent		
September 27	Task	Complete School-Based Administrators Self-Reflection document and begin preparing Professional Growth SMART goal.
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	School-Based Administrators Professional Practice Handbook
September 30 (prior to)	Task	Establish format of parent/student/teacher conferences/interviews – one in fall and one in spring; one full day; evening and a.m. of following day or two evenings. Teacher time in lieu. Communicate decision to Superintendent in September. Enter dates on calendar in School-based Admin Group files.
	Contact	School Superintendent (Email dates to Superintendent)
	Reference	AP 370 Student Assessment as well as Assessment Schedule provided to schools.
	Form/Site	Sun West School Division (sunwestsd.ca)
September	Task	In collaboration with German Teacher, staff, students and parents create/review Code of Conduct.
	Contact	School Superintendent
	Reference	AP 350 Student Conduct AP 403 Code of Conduct
	Form/Site	
September	Task	Revisit expectations for Supervision and Appraisal (refer to Teacher Professional Practice Handbook and Support Staff Handbooks and appraisal documents). Review and discussion of Educational Assistant, School Administrative Assistant and School Librarian job description, professional growth and performance appraisal rubrics. Schedule Growth Plan meetings with all staff.
	Contact	School Superintendent
	Reference	AP 416 Supervision and Appraisal
	Form/Site	

Curriculum/Instruction/Assessment		
September	Task	Complete benchmark assessments and begin creation of Personalized Goals.
	Contact	Kim Price, Superintendent of Learning
	Reference	Sun West Personalized Goal Statements
	Form/Site	Input into Edsby. Support Link: Sun West School Division - Personalized Goals
September	Task	Upload Form 110-2a School Learning Improvement Plan
	Contact	School Superintendent
	Reference	AP 110 Learning Improvement
	Form/Site	Sun West School Division (sunwestsd.ca)

Human Resources		
September	Task	Review the Support Staff Professional Development Fund with Support Staff.
	Contact	Lauren Johb, Human Resources Manager
	Reference	AP 418 Support Staff Professional Development Fund
	Form/Site	

Facilities/IT/Transportation		
September BIG ROSE COLONY SCHOOL	Task	Review Responsible Use of Technology with students.
	Contact	Kim Price, Superintendent of IT (kim.price@sunwestsd.ca)
	Reference	AP 140 Responsible Use of Technology
	Form/Site	

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

October

Education Plan/School Learning Improvement Plan		
October	Task	School Improvement Action Plan Reflection (October PD Day)
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Improvement Action Plan Reflection

Division Office

October	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program
October (prior to end of October) BIG ROSE COLONY SCHOOL	Task	Deadline for 1st Semester Course Registration MySchoolSask
	Contact	Kristy Huck, Administrative Assistant
	Reference	Ministry Deadline
	Form/Site	Please ensure all course registrations have been entered in MySchoolSask by this date

Business

October 9 (week of)	Task	Budget Information Will be Sent to You.
	Contact	Jamie Cowell, Business Manager
	Reference	AP 500 Budget and AP 501 School Decentralized Budget
	Form/Site	Emailed to you by Jamie
October	Task	Review decentralized school budget. Involve staff in discussions regarding allocations and needs.
	Contact	Jamie Cowell, Business Manager
	Reference	AP 501 School Decentralized Budget
	Form/Site	

Student Support Services

October	Task	Consult with Student Support Teacher and submit copies of all electronic Inclusion & Intervention Plan (IIP) to the Superintendent of Student Support Services and Student Support Services Consultant by October 15 for new students.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	IIPs are completed in MySchoolSask.

School Superintendent		
October 3, 2022	Task	Ensure Professional Growth SMART goal is ready for dialogue with Superintendent this month
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	School-Based Administrators' Professional Practice Handbook
October 14, 2022	Task	Completion of Professional Growth Conferences
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development Teacher Professional Practice Handbook Timeline (page 9)
	Form/Site	Form 417-4 Support Staff Growth Plan
October	Task	Begin planning for student reporting in November – report card preparation. Communicate with parents regarding student progress, particularly if there are concerns
	Contact	School Superintendent
	Reference	AP 370 Student Assessment
	Form/Site	

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

November

Division Office		
November (beginning of)	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program

Business		
November (Start of month)	Task	Budget Information for current school year sent back to Rhonda Saathoff.
	Contact	Jamie Cowell, Business Manager
	Reference	AP 500 Budget AP 501 School Decentralized Budget
	Form/Site	Sent to you in October

School Superintendent		
November	Task	Finalize report card plans and student-led conference/interview schedule; communicate with parents/guardians. Communicate format of student-led conference/interview schedule with School Superintendent.
	Contact	School Superintendent
	Reference	AP 370 Student Assessment
	Form/Site	

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

December

Education Plan/School Learning Improvement Plan		
December (before break)	Task	School Learning Improvement Action Plan Reflection (Update after each PLT PD) (Upload to School Based Admin Team)
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Improvement Action Plan Reflection.

Division Office		
December	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program

Student Support Services		
December 7	Task	Inclusion & Intervention Plan (IIP) Submission
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Ensure all IIPs are on the SDS with copies uploaded to Clevr

Curriculum/Instruction/Assessment		
December	Task	Monitor and update Personalized Goals.
	Contact	Kim Price, Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	Edsby

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

January

Education Plan/School Learning Improvement Plan		
January	Task	Review Form 110-2a School Learning Improvement Plan and progress being made in PLC groups towards achievement of goal – retool, redefine; apply information.
	Contact	School Superintendent
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-2a School Learning Improvement Plan

Division Office		
January	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program
January 31	Task	Enrollments Updates and Projections
	Contact	Sheri Gallagher, Executive Assistant
	Reference	AP 114 Division Office Reporting
	Form/Site	Email with projected enrollments will be sent to all schools prior to January 31 for updates

Business		
January	Task	Review decentralized school budget spending.
	Contact	Jamie Cowell, Business Manager
	Reference	AP 500 Budget
	Form/Site	

Student Support Services		
January	Task	Ensure that proper procedures/guidelines are followed if student retention/student placement is being considered (Involve Superintendent of Operations and Student Support Services)
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 371 Student Placement
	Form/Site	

School Superintendent		
January 31	Task	Submit Principals' Month End Report
	Contact	Email to Andrea Dows, Administrative Assistant and cc School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-1 Principal's Monthly Report
January	Task	Discuss staff planning with School Superintendent.
	Contact	School Superintendent
	Reference	AP 502 Staff Allocation
	Form/Site	

Human Resources		
January 17	Task	Performance Review – CUPE Staff Hired at the Beginning of the School Year
	Contact	Janine Walker, Human Resources Officer
	Reference	AP 416 Supervision and Appraisal
	Form/Site	Support Staff Appraisal Documents: Form 416-1, 416-2, 416-3, 416-4, 416-5, 416-6

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

February

Education Plan/School Learning Improvement Plan		
February 28	Task	School Learning Improvement Action Plan Reflection (Update after each PLT PD) (Upload to School Based Admin Team)
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Learning Improvement Action Plan Reflection

Division Office		
February	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program

Student Support Services		
February	Task	Send in Kindergarten Registration Forms
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 303 Kindergarten Admission
	Form/Site	Form 300-2 Colony Student Registration

School Superintendent		
February (start of)	Task	Start the Teacher Professional Growth Mid-Year Reflection
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	Teacher Professional Practice Handbook (Page 9)

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

March

School Level		
March	Task	Review electronic Inclusion & Intervention Plans (eIIPs) with Student Support Teacher (and if required Student Support Services Consultant) and complete Ministry checklist. Schedule student placement and review meetings. Consult with Superintendent of School before any decisions are made. Identify who may need additional support next year and complete the Inclusion and Intervention Rubric and Additional Supports and Classroom Programming forms.
	Contact	School Student Support Services Consultant
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	

Division Office

March	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program
March (prior to end of month) BIG ROSE COLONY SCHOOL	Task	Deadline 2 nd Semester course registration MySchoolSask
	Contact	Sondra Potratz, Data Information and Software Analyst
	Reference	Ministry Deadline
	Form/Site	Please ensure all course registrations have been entered in MySchoolSask by this date

Student Support Services

March	Task	Transition planning for students requiring such support.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

April

Education Plan/School Learning Improvement Plan		
April (beginning of)	Task	School Learning Improvement Action Plan Reflection (Update after each PLT PD) Upload to School Based Admin Group
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Learning Improvement Action Plan Reflection

School Level		
April	Task	Continue to fine tune staffing assignments and needs for the next school year.
	Contact	School Superintendent
	Reference	AP 201 Instructional Program
	Form/Site	

Division Office		
April	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program

Student Support Services		
April 30	Task	Update Impact Assessment Forms
	Contact	Student Support Consultants
	Reference	AP 210 Services for Students with Diverse Needs Student Diversity Handbook
	Form/Site	Form 210-19 Inclusion and Intervention Plan Rubric

Curriculum/Instruction/Assessment		
April	Task	Monitor and Update Personalized Goals.
	Contact	Kim Price, Superintendent of Learning
	Reference	AP 370 Student Assessment
	Form/Site	Input into Dossier. Support Link: https://resourcebank.ca/courseware/lesson/659 .

Human Resources		
April	Task	Retirement Gifts and Years of Service Pins will be sent to school principals as required. The principal is to contact the Subdivision Trustee and School Superintendent with dates for presenting retirement/years of service award events.
	Contact	Janine Walker, Human Resources Officer
	Reference	AP 436 Student and Staff Recognition
	Form/Site	

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

May

Education Plan/School Learning Improvement Plan		
May (prior to end of)	Task	School Learning Improvement Action Plan Reflection (PD Reflection Document for May PD) (Upload to School Based Admin Team)
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Learning Improvement Action Plan Reflection
May	Task	Upload monthly action plan reflections to Admin Team. Completion of Form 110-5 School Learning Improvement Plan Annual Summary (Due in June) reporting on progress of goals set at the school level – use school division template.
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-5 School Learning Improvement Plan Annual Summary

Division Office

May	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program

School Level

May	Task	Plan with staff regarding necessary texts, resources, etc. for next school year.
	Contact	Kim Price, Superintendent of Learning
	Reference	AP 203 Instructional Resources
	Form/Site	
May	Task	Support transition meetings as scheduled. Review Student Support Services caseload with Student Support Teacher and adjust as necessary in consultation with others. Support and focus with Student Support Teacher on electronic Inclusion & Intervention Plan (eIIP) review meetings and program development for next year.
	Contact	School Student Support Services Consultant
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	

Business

May	Task	Review decentralized school budget spending.
	Contact	Jamie Cowell, Business Manager
	Reference	AP 500 Budget
	Form/Site	

Student Support Services

May	Task	Phonological Awareness Screening
		<ul style="list-style-type: none"> Kindergarten: All Kindergarten students are screened again on the six phonological awareness and marked with a pass/fail. Transition and intervention plans are to be made for Kindergarten students who do not pass the screen. Grade 1: Students who have been identified as requiring phonological awareness intervention are to be screened using the Phonological Awareness Screening Test (P.A.S.T.)
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	Assessment materials are in DIV-Phonology group. If not a member, email Meaghan

School Superintendent		
May 15	Task	Start Year End Professional Discussions with Staff
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	Professional Development Year-End Reflection – Page 30 Teacher Professional Practice Handbook
May	Task	Complete formal teacher supervisions for first and second year teacher sand provide input to Superintendent regarding teacher performance appraisal.
	Contact	School Superintendent
	Reference	AP 416 Supervision and Appraisal
	Form/Site	

SCHOOL ADMINISTRATIVE ACTIVITIES – GOOD PRACTICES – DUE DATES

June

Education Plan/School Learning Improvement Plan		
June 30	Task	School Learning Improvement Action Plan Reflection (Reflection Document for PD on June 29) (Upload to School Based Admin Team) – Final Submission
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-4 School Learning Improvement Action Plan Reflection
June 30	Task	School Learning Improvement Plan Annual Summary (Submit to School Superintendent)
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-5 School Improvement Plan Annual Summary

Division Office		
June	Task	Submit Form 212-2 for Colony Students Completing their Education During this Month
	Contact	Kristy Huck, Administrative Assistant
	Reference	AP 212 Alternative Courses
	Form/Site	Form 212-2 Colony School Permission Alternative and Functional Integrated Vocation Program
Prior to July 3 BIG ROSE COLONY SCHOOL	Task	Review Grade 10-12 marks on the Ministry of Education Student Data System (to ensure marks transferred properly)
	Contact	Sondra Potratz, Data, Information and Software Analyst
	Reference	
	Form/Site	Ministry of Education SDS (https://www.k12.gov.sk.ca/sdsprod/)
June (Before June 30)	Task	Complete end of year process MySchoolSask (MSS)
	Contact	Kristy Huck, Administrative Assistant
	Reference	Ministry of Education Requirement
	Form/Site	
June	Task	Enter Driver Education marks into MySchoolSask/Edsby.
	Contact	Blain Hilbig, School Superintendent
	Reference	AP 235 Driver Education
	Form/Site	MSS/SDS

Business		
June	Task	Review decentralized school budget as year-end is August 31 – need to be in the black.
	Contact	Jamie Cowell, Business Manager
	Reference	AP 500 Budget
	Form/Site	

Student Support Services		
June 15	Task	Review Inclusion & Intervention Plans (IIPs) with Student Support Teacher prior to their submission by June 15.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	IIPs are completed in MySchoolSask with a copy uploaded to Clevr
June 12	Task	Deadline for entering English as an Additional Language (EAL) Common Framework of Reference (CFR) numbers.
	Contact	Meaghan Friedrich, Superintendent of Student Support Services
	Reference	Completed by Student Support Teacher
	Form/Site	Email list to Sondra Potratz, Data Information and Software Analyst and Meaghan Friedrich, Superintendent of Student Support Services

June	Task	Support the exchange of information with receiving teachers by providing copies of Inclusion & Intervention Plans (IIPs), behaviour plans and transition plans to receiving schools.
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 210 Services for Students with Diverse Needs
	Form/Site	
June	Task	Review educational assistant assignments for the next school year with Student Support Teacher and staff.
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	
	Form/Site	
June	Task	Ensure that the contents of cumulative records are updated.
	Contact	Meaghan Friedrick, Superintendent of Student Support Services
	Reference	AP 320 Student Records
	Form/Site	Form 320-1 Cumulative Record (Includes Student Services Provided)

School Superintendent		
June 2, 2023	Task	School Program Plan
	Contact	School Superintendent (cc: Chris Oscar, Superintendent of School Operations)
	Reference	AP 200 Organization for Instruction
	Form/Site	Form 201-1 School Program Plan Upload to SB Admin Group, send to Sheri Gallagher and cc School Superintendent
June 12	Task	School bell times for upcoming year
	Contact	School Superintendent
	Reference	AP 200 Organization for Instruction
	Form/Site	Upload to School Based Admin Group
June 12	Task	Wrap up Year End Professional Discussions with Staff
	Contact	School Superintendent
	Reference	AP 417 Professional Growth and Development
	Form/Site	Professional Development Year-End Reflection
June 15	Task	School Timetable and Teacher Timetables
	Contact	School Superintendent (cc: Chris Oscar, Superintendent of School Operations)
	Reference	AP 200 Organization for Instruction
	Form/Site	Upload to SB Admin Group
June	Task	Ensure school level year-end checklist items are completed for all teachers with regards to their classroom and teaching assignment prior to leaving at the end of the school year.
	Contact	School Superintendent
	Reference	AP 114 Division Office Reporting
	Form/Site	Form 114-3 Year End Checklist School Level
June	Task	Submit copy of School Learning Improvement Plan Annual Summary to School Superintendent.
	Contact	Chris Oscar, Superintendent of School Operations
	Reference	AP 110 Learning Improvement
	Form/Site	Form 110-5 School Learning Improvement Plan Annual Summary

Curriculum/Instruction/Assessment		
June (of each year)	Task	Curriculum Plans
	Contact	Kristy Huck, Administrative Assistant
	Reference	
	Form/Site	
Curriculum/Instruction/Assessment		
June (of each year)	Task	Finalize and input Assessment results into Dossier (DRA Results, Provincial Writing and Math Levels and Personalized Goals)
	Contact	Kim Price, Superintendent of Learning or Vanessa Lewis, Learning Consultants
	Reference	AP 370 Student Assessment
	Form/Site	Enter in Dossier
	Form/Site	Input into Dossier. Support Link: Personalized Goals (PGs) Guide 2023-2024 Resource Bank

Human Resources		
June 30	Task	All teachers (including substitute teachers) must be registered with SPTRB.
	Contact	Lauren Johb, Human Resources Manager or Janine Walker, Human Resources Officer
	Reference	
	Form/Site	www.sptrb.ca

Facilities/IT/Transportation		
June 5	Task	Confidential Shredding and Archive Materials Send AssetPlanner request for pickup of materials to go to Rosetown
	Contact	Facilities Department (facilities@sunwestsd.ca)
	Reference	AP 185 Records
	Form/Site	Arrange for pick-up through AssetPlanner