

YEAR END & START UP RESONSIBILITIES

AUGUST / SEPTEMBER

- Take off holiday greeting
- Complete KEV year end
- Prepare new year:
 - KEV files/binders
 - Field Trip binder
 - Purchasing binder
 - Newsletter/Communications binder
 - LOA / Daily Absence Report binder
 - Volunteer Driver Forms binder
 - New Employee Health & Safety Completed Forms Binder
- Give each staff member a “Staff Information Form” to update contact info
- Update staff schedules in ESS
- Prepare new email groups
 - All Staff, LST, EAs, Admin, Intermediate/Primary, Departments
- Update mailboxes
- Set up Telephone extensions & mailboxes
- Update Staff Telephone list (in school local #'s)
- Prepare blank:
 - Staff Committee / Representative sign up sheet
 - Supervision schedule
 - Staff Room Clean up Sign up Sheet
 - Visitor Sign in sheets
 - Student sign in / sign out sheets
 - Staff Sign In pages
- Update Health & Safety Forms
 - Critical Incidence Form
 - New employee Health & Safety Form
 - Staff Emergency Telephone Tree
- Update Staff Handbook
- Update website with start up information
- Turn bells on (2nd day)
- Send copy of medical alert forms home with student for updating.



YEAR END & START UP RESONSIBILITIES

MAY

- Create blank calendar for staff planning for next year (all)
- Put next year's calendar on website (all)
- Give supply lists to teachers for updating. (elementary)
- Teachers to update pinks & blues (elementary)
- Careful of deadlines from District (all)
- Review budget with Admin (all)

JUNE

- PO Deadline early June (all)
- Review POs – cancel outstanding (all)
- Create Year end clean up sign up sheet for staff. (all)
- Email to staff with deadline for reimbursement requests. Give yourself plenty of time to have cheques written & reimbursement from the board submitted before deadline. (all)
- Print current grade lists for September start up. (elementary)
- If you are changing the bell schedule for September, put in the work order. (all)
- Update Grade 7 student files with withdrawal date and “transfer”. Ensure files in good order. (elementary)
- Send Grade 7 files once teachers have entered information/organized report cards.
- Create newsletter (all)
- Collect money envelopes to reuse next year.
- Send staff Year End Checklist (all)
- Prepare work order for transport to pick up shredding / broken items (all)
- Prepared Kindergarten package to be mailed out. (elementary)
- Collect Red Emergency Folders (all)
- Collect keys from staff who are leaving (all)
- Part A of KEV year end (all)
- Choose holiday telephone greeting.
- Turn bells off

