



SD22 PVP Annual Checklist

Dream. Believe. Achieve.

The intention of this document is to provide guidelines and reminders for PVP for the year.

- General/HR
- Inclusion Department
- Indigenous Education Department
- Learning Department
- Early Learning and Child Care Department

	Action	Date to be completed	Description	Related Links
Sept.	General – Check the Ripple each week for weekly updates			
	☐ New Device for New Staff requests	Last week of August/ First weeks of September	For any new staff requiring a device put the request in through the IT Sharepoint site.	Laptops (sharepoint.com)
	☐ Ensure that staff are aware of the Public Interest Disclosure Act (PIDA)	First Staff Meeting in September	BCPSEA has prepared a 10-minute video to assist school districts in meeting the requirement to provide employees with information about the <i>Public Interest Disclosure Act</i> and about how to request advice, make a disclosure, or make a complaint about a reprisal under the <i>Act</i> . This is a new process that we are required to inform staff members about. The linked video and toolkit document is to be shared with staff.	The video can be downloaded or streamed here: https://vimeo.com/853156611/5f8ad5798e. Frequently asked questions about PIDA: https://www.sd22.bc.ca/documents/12b42e8d-6ec3-4598-8572-e354fa0bdb20/PIDA%20Frequently%20Asked%20Questions.pdf

	Action	Date to be completed	Description	Related Links
	☐ Review the non-sexist environment letter from Superintendent and VTA president and post on OH&S Board	September staff meeting	This letter will be sent out by the Superintendent and VTA president. See also the August 2023 Teacher Bargaining Bulletin outlining requirements.	
	☐ Review Non-Sexist Environment Resources	First Staff Meeting	<i>Prior to October 31st of each school year, principals or vice principals will add to the agenda of regularly scheduled staff meetings a review of anti- sexist educational program, activities, and learning resources.</i>	Promoting a Non-Sexist Environment District Resource Centre - SD22 Learns
	☐ Staff Safety Orientation	September	<i>Site Admin (clerical) are to complete the form template and provide to all workers to sign once completed.</i>	OH&S Safety Orientation Templates
	☐ Identify first aid equipment and attendant requirements	September	Review first aid assessment form. Update safety and HR of current or new first aiders to ensure stipend is paid. Note: Regulatory Changes will come into effect in November 2024, there will be minimal impact to our processes. Each site will need to complete a risk assessment. More information will be shared with committees for their October Committee Meeting.	Incident Response – First Aid
	☐ Update Health and Safety Board	September	Health and Safety Board should be updated with new information for the year FA Attendants,	Health & Safety Board

	Action	Date to be completed	Description	Related Links
			Committee Members etc .	
	☐ Site Health and Safety Committee Meeting	September	First Committee Meeting – Submit Minutes to safety@sd22.bc.ca prior to the last day of the month.	OHS Site Committee Monthly Minutes
	☐ Have staff complete the working alone form	First week of September	<i>A worker is considered to be working alone or in isolation when he/she does not have assistance that is readily available in case of emergency, injury, or ill health.</i> <i>Emergency contact information should be gathered at the school level in a way that is easily and quickly accessible. Please see the link to an optional form for you to create one for your site. (Courtesy of Jason Beck)</i>	Forms & Templates
	☐ Ensure Staff have completed all OH&S Mandatory Training	Completed by new staff in September	Training is tracked at the site level, if there aren't records indicating that the staff member completed the training last year then they will need to complete the training this year. All staff need to receive the training. Hourly staff should timecard for the time it takes to complete the training.	OH&S Training (sharepoint.com)

	Action	Date to be completed	Description	Related Links
	☐ Identify first aid equipment and attendant requirements	September	<i>Review first aid assessment form. Update safety and HR of current or new first aiders to ensure stipend is paid.</i> <i>Note: Regulatory Changes will come into effect in November 2024, there will be minimal impact to our processes. Each site will need to complete a risk assessment. More information will be shared with committees for their October Committee Meeting.</i>	OH&S Site First Aid Assessment Template
	☐ Update Health and Safety Board	September	<i>Health and Safety Board should be updated with new information for the year FA Attendants, Committee Members etc.</i>	OH&S Health and Safety Board Updates
	☐ Site Health and Safety Committee Meeting	September	<i>First Committee Meeting – Submit Minutes to safety@sd22.bc.ca prior to the last day of the month.</i>	OH&S Committee Minutes Template
	☐ Visiting Worker Sign-In Binder	September	<i>Ensure binder is at reception and up to date.</i>	OH&S Working Binder Template
	☐ Review the Freedom of Information and Privacy Protection Act (FIPPA) with Staff	September	<i>All staff should have watched this video as part of the Fall Review for Staff. If they haven't watched it, it should be reviewed with staff. This would be an important discussion point for a staff meeting as it impacts the work we do at all levels.</i>	https://sd22org.sharepoint.com/:f/s/TICDRIVE-SharedDocuments/EslcpTno_vbRAmXr8qrL6bygBUqD0Vu_aLWsaPbXOKojxUzg?e=Wg0_BH1

	Action	Date to be completed	Description	Related Links
	☐ Review the Strategic Plan and School goals	First week of September	<i>Please see that your school goals align with Strategic Plan priorities.</i>	SD22 Strategic Plan
	☐ Elementary PVP – Check Elementary Athletic Events Dates and Assignments	First or second week of September.	<i>As part of the SD22 Elementary Athletics Association, elementary school PVP support the organization of elementary athletics on a cyclical basis. Follow the link to determine which event your school is in charge of for the year. Be sure to connect with previous organizers to support the success of these important events.</i>	
	☐ Review PVP Professional Learning calendar	First week of September	<i>This calendar may be updated periodically.</i>	SD22 Exempt Professional Learning - SD22 Learns
	☐ Send out the Digital Tools Annual Review Consent letter	First week of September (or when students are registering)	<i>This is an information letter to provide to families informing them of the digital tools their child may encounter and the types of information that may be stored and how. Parents are invited to opt out of these services by sending a signed letter to the school.</i>	Digital Citizenship - SD22 Learns
	☐ Update MyBudget File designated student projections	September 7	<i>Please update your My Budget file numbers to identify students that are level 1, 2 and 3 (please enter in numbers that you feel will be solid designations).</i>	MyBudgetFile - Sign In

	Action	Date to be completed	Description	Related Links
	☐ Review the school budget with PAC and staff	September/ October	Review the allocated budget and make any necessary changes as appropriate. Let teachers know about classroom budgets, visas, etc. Review the site-specific budget request process.	Finance Sharepoint
	☐ Complete the Department Head allocation in MyBudgetFile (Secondary)	September 20	Log into MyBudgetFile. Under the Staffing Tab, designate to the dorrect Department Head staff member. This is necessary in order to process their pay correctly at the end of September.	MyBudgetFile
	HR			
	☐ Review the HR bulletin and contact HR for all site-specific matters	Sent out in August	HR Bulletin will have specific information required.	HR Sharepoint
	Inclusion			
	☐ Review and schedule emergency procedures with staff Review and update student alerts (medical, legal, etc. .. including other non-medical alerts). ☐ Update and post appropriately in your school (e.g. My Ed/ medical room, etc.)	September/ October	Admin will report to District when fire drills are completed. PVP should explain the upcoming emergency procedures generally and encourage teachers to practice drills with their class. Share the power point link to the Emergency Staff Training with all staff (or go through it at your first staff meeting).	Inclusion Sharepoint
	☐ Schedule Lock-Down with RCMP	One per year	Email Inclusion Department Clerical to request RCMP presence. Inclusion secretary will also send out Microsoft forms to be completed.	Inclusion Sharepoint

	Action	Date to be completed	Description	Related Links
	☐ Provide Consent Power Point to appropriate teachers	Beginning of the year/semester	This is a requirement to be taught to all students.	Elementary Guide Elementary Power Point Secondary Guide Secondary Power Point
	☐ Connect with FEEDING FUTURES program?		Feeding Futures Coordinator: Michelle Douglas	
	☐ Fair notice poster posted	First week of September	Post this on your school website. A copy can be posted in your office reception area.	https://www.sd22.bc.ca/documents/5458b97f-1d61-4421-88e5-307f82536741
	☐ Review SBT referral and Special Education procedures with teachers	First week of September	Review School-based team (SBT) pre-referral, referral and follow-up procedures with all teachers Review Students with Special Educational Requirements (SPED) procedures	Inclusion Sharepoint ^(SBT) SBT Referral (Elementary) SBT Referral (Secondary) SPED Review Form Elementary Student Growth Plan Secondary Student Growth Plan
	☐ Review Ministry and ELL Designations for Coordinator Rebecca Wilson to submit	September 22	Needed for 1701's. See Communicating Student Learning p.23	Inclusion Sharepoint ELL Referral Form

	Action	Date to be completed	Description	Related Links
	☐ Have initial meetings with teachers and teams (class review, Inclusion meetings, etc.)	September 30	IEP Meetings completed and IEPs developed (by Oct. 15) Special Education capture meeting end of September Meet with EAs: Review roles, responsibilities; identify training needs; clarify SBT language (ex. they often don't understand what SBT does or what SPED means; clarify Behaviour Plan vs. Safety Plan); review IEPs, OHS forms and procedures; review schedules; review expectations regarding communication with families (confidentiality, boundaries, privacy, etc.) Set up regular communication process with EAs.	Inclusion Sharepoint How to Renew IEP
	☐ Meet with SBRT	First week of September	Ensure that each student with an IEP is assigned a case manager. Ensure each case manager has connected with their case-load families (introductions, welcome, etc.)	Inclusion Sharepoint
	Indigenous			
	☐ Review and share the video relating to Professional Standard 9.	At some point in the school year	Share this excellent 8-minute video on "BC Teaching Standard #9 – Truth and Reconciliation, Moving Forward".	https://m.youtube.com/watch?v=w4sBNxiA7YI

	Action	Date to be completed	Description	Related Links
	☐ Ensure that Indigenous Education program codes are entered.	Last Friday of September	School clerical enter Indigenous Education Program codes (include <u>both</u> Indigenous Language and Culture code as well as Indigenous Support Services program code) for students who self-identify as having Indigenous ancestry for 1701s	MyEducation
	☐ Connect with ISWs/IOWs		School ISWs will contact parents/guardians before the last Friday of September to confirm consent to participate in the Indigenous Education program and complete 1701 tasks. Ensure quality Welcome Room space is established and clearly identified. Ensure private meeting space for IOW work with students on scheduled day(s)	Indigenous Education Sharepoint
	☐ Prepare for and communicate Indigenous Education events/ learning opportunities for staff and students	First week of September	Indigenous focused non-instructional day School-wide awareness activities/learning in advance of Orange Shirt Day/ National Day for Truth and Reconciliation (Sept 30)	Indigenous Education Sharepoint https://www.sd22learns.ca/indigenous-education
	☐ Prepare for the September (30) National Day for Truth and Reconciliation	Last school day before September 30.	Every school should have some way to commemorate this day of Truth and Reconciliation. Many schools host school-wide assemblies or events. Please reach out to the Indigenous Department for additional resources. Flags must be lowered to	Indigenous Education Sharepoint National Day for Truth and Reconciliation - Canada.ca

	Action	Date to be completed	Description	Related Links
			<i>half past the last school day prior to September 30</i> (eg on a Friday if September 30 happens on a Monday).	
	Learning			
	☐ Update Student Records for Scholarship Eligibility (Secondary)	August 31	August 31 is the deadline for student records to be updated so that eligible recent graduates, including those who have been completing or upgrading during the summer, are considered for scholarships and receive those awards as appropriate. Please ensure grades and citizenship/permanent residency status are correctly reported.	MECC Update Student Records for Scholarships
	☐ Communicate Assessment and Reporting Information to teachers.	First week of September	EdPlan Insight: district roll over will happen the last week of August. Data will be available to teachers once students have been placed in divisions in MyEd; ➤ Kindergarten teachers will be able to access student data once divisions are set after gradual entry. Please allow for a 24hr roll-over from the time students are input into divisions on MyEd to when teachers can access student data in EdPlan.	EDPlan Insight

	Action	Date to be completed	Description	Related Links
		First week of September	Digital Portfolios: Teachers will have access to use a digital portfolio (Seesaw – elementary/ Spaces – secondary) but will need to complete an online form for it to be set up if they don't currently have an account. This will be available the first week of September.	SD22 Learns Digital Portfolios
		September	Locally based assessment information and dates (SD22 Assessment and Communicating Student Learning Guidelines pg. 3.) Communicate updated SD22 Assessment and Communicating Student Learning Guidelines on SD22learns	SD22 Learns Assessment MECC Student Reporting Policy MECC K-12 Student Reporting Policy – Educator Summary Guide
	☐ Ensure FSA materials and resources are ready.	Mid-September	Ensure all materials to administer the FSA have been received from the Ministry	Foundation Skills Assessment (FSA) - Province of British Columbia (gov.bc.ca)
		Mid-September	Ensure students have access to and participate in practice questions.	Foundation Skills Assessment Samples - Province of British Columbia (gov.bc.ca)
		Mid-September	Ensure communication (letter) has been sent home to families (Gr 4 & 7)	FSA Parent Brochure (gov.bc.ca) FSA Parent Brochure FR 2022 Sept (gov.bc.ca)

	Action	Date to be completed	Description	Related Links
	☐ Review the Administrative procedure: AP-LEA-300-01 - Insufficient Evidence with staff	Mid-September	☐ District Procedure regarding Insufficient Evidence (IE) when reporting student learning. Principals must ensure compliance with the new Ministry of Education and Child Care K-12 Student Reporting Policy as well as ensure timely and accurate communication to families is available at the end of a year or semester (the 'IE' mark must be converted and changed on the Summary of Learning report).	SD22 Learns Assessment IE
	☐ Share Teacher Professional Learning resources and links with teachers	First week of September	Teaching staff have been made aware of SD22Learns and where to find Professional Learning options.	SD22 Teacher Professional Learning
	☐ Sign up for Academic Review (Secondary)	First week of September	Secondary Academic Review	Secondary Academic Review Scheduler
	☐ Sign up for Academic Review (Elementary)	First week of September	Elementary Academic Review Meetings: Schedule time in February and March.	Elementary Academic Review Scheduler
	☐ Review School Data	First week of September	Review school data power point and other documents.	Learning Sharepoint
	Early Learning and Child Care			
	☐ Early Literacy Profile (ELP) Assessments (Elementary)	September through November	More info will follow	ELCC sharepoint

	Action	Date to be completed	Description	Related Links
	☐ Introduction to ELCC staff	September	If your school has a Childcare on School Grounds Program (preschool, StrongStart, Before/After School either SD22 operated or community operated, JB4, Seamless Day), make sure to introduce yourself and connect with ELCC staff.	Affected Schools: • Beairsto • Alexis Park • Ellison • BX • OKL • Mission Hill • Harwood • Lavington
Oct.	General – Check the Ripple each week for weekly updates			
	☐ Meet with the school-based wellness committee	October	School-based wellness committee should decide how to utilize the wellness allocation for the school staff.	
	☐ New Committee Member Training	October	Location SBO 8:00am – 3:30pm Lunch and Snacks Provided	New Committee Member Registration
	☐ Existing Committee Member Training	October	Location SBO 8:00am - -12:00pm Lunch and Snack Provided This is the first of two available dates, next date for this training is November 1, 2024.	Existing Committee Member Registration
	☐ Site Committee Meeting	October	Submit Minutes to safety@sd22.bc.ca prior to the last day of the month.	Site Committee Meeting Minutes
	HR			
	☐ Review the HR bulletin and contact HR for all site-specific matters	Ongoing	HR Bulletin will have specific information required.	HR Sharepoint
	Inclusion			
	☐ Have initial meetings IEP Meetings completed and IEPs developed	First week of October	IEP's need to be updated 3 times per year – end of September, Mid-March, and Mid-June.	Inclusion Sharepoint

	Action	Date to be completed	Description	Related Links
	Indigenous			
	☐ Prepare for and communicate Indigenous Education events/learning opportunities for staff and students. ☐ Connect with ISWs and IOWs	First week of October	Secret Path Week and Walk for Wenjack Event October 17-22	Indigenous Education Sharepoint https://www.sd22learns.ca/indigenous-education
	☐ Review OKIB Consent to Release Information Memo and nominal roll consent spread sheet shared by Indigenous Ed clerical.	October 30	Ensure that school clerical have entered OKIB Consent in MyEd under the Misc4 tab	Indigenous Education Sharepoint
	☐ Invite OKIB School Liaison and OKIB Health staff to introduce themselves to school staff	October 30	Ensure school staff are aware of OKIB staff who will be working with nominal roll students in schools	Indigenous Education Sharepoint
	Learning			
	☐ Ensure teachers have developed a schedule for the administration of the FSA	October	All students considered for exemption have been put on the Excel Spreadsheet and discussed with the Director of Instruction before being identified on the Ministry Online FSA site.	Foundation Skills Assessment (FSA) - Province of British Columbia (gov.bc.ca)
	☐ Fall Conference preparation	First week of October	Review CSL guidelines with staff. Ensure Conference information is shared with families. Set-up Bookings	CSL Guidelines
	☐ Ensure that applicable students are registered for the Grad NA/LA administration session	First or second week of October	Grad NA/LA administration session	Assessment (Grad Years) (sd22learns.ca) Graduation Assessments: Information for Administrators - Province of British Columbia (gov.bc.ca)

	Action	Date to be completed	Description	Related Links
	☐ District Project Scholarship ☐ Committee meeting (Secondary)	October	Date TBA	District Project Scholarships
NOV.	General – Check the Ripple each week for weekly updates			
	☐ Existing Committee Member Training	November	Location SBO 8:00am – 12:00pm Lunch and Snacks Provided	Existing Committee Member Registration
	☐ Site Committee Meeting	November	Submit Minutes to safety@sd22.bc.ca prior to the last day of the month.	Site Committee Meeting Minutes
	☐ Site Inspection	November	First inspection due for the school year.	Site Inspection
	HR			
	☐ Review the HR bulletin and contact HR for all site-specific matters	Review the HR bulletin and contact HR for all site-specific Matters	Review the HR bulletin and contact HR for all site-specific matters	HR Sharepoint
	Indigenous			
	☐ Prepare for and communicate Indigenous Education events/ learning opportunities for staff and students ☐ Connect with ISWs/IOWs	First week of November	School-wide awareness activities/learning in advance of: • International Inuit Day, Nov 7; • Indigenous Veterans Day, Nov 8; • Louis Riel Day- BC, Nov 16; • Metis Awareness Week	Indigenous Education Sharepoint https://www.sd22learns.ca/indigenous-education
	Learning			
	☐ Prepare for Academic Review Meetings (Secondary)	First week of November	Secondary Academic Review Meetings: Complete the academic review excel document prior to the meeting and email completed document to the Director of Instruction – Learning.	

	Action	Date to be completed	Description	Related Links
	☐ Ensure Assessment and Reporting deadlines are met.	First week of November	- FSA Scoring - FSA: Score entry Secondary MyEd Mid-Course Written Learning Update - MDI/YDI Informed Consent letters and information sent home to families	CSL Guidelines MyEducation MDI YDI
	☐ Review IE procedures	Prior to administering and scoring assessments		AP-LEA-300-01 Insufficient Evidence (IE)
	☐ Ensure Assessment and Reporting Deadlines are met	End of November	Elementary teacher must submit the tracking sheet on the date determined by the principal.	CSL Guidelines
Dec./Jan.	General – Check the Ripple each week for weekly updates			
	☐ Commemorate the National Day of Remembrance and Action on Violence Against Women	December 6	Flags must be lowered to half-mast to commemorate this day.	The National Day of Remembrance and Action on Violence Against Women - Canada.ca
	☐ Schedule and prepare for facilities review	January	Maintenance Department will send information	
	☐ Site Committee Meeting	December and January	Submit Minutes to safety@sd22.bc.ca prior to the last day of the month.	OH&S Committee Minutes Template
	☐ Annual Site Committee Evaluation	January	Review and complete Annual Site Committee Evaluation	Annual Committee Evaluation
	HR			
	☐ Review the HR bulletin and contact HR for all site-specific matters	January	HR Bulletin will have specific information required.	HR Sharepoint

	Action	Date to be completed	Description	Related Links
	Indigenous			
	☐ Prepare for and communicate Indigenous Education events/ learning opportunities for staff and students ☐ Connect with ISWs/IOWs	First week of January	National Ribbon Skirt Day, Jan 4	Indigenous Education Sharepoint https://www.sd22learns.ca/indigenous-education
	Learning			
	☐ Ensure Assessment and Reporting deadlines are met for December	First week of December	Elementary MyEd Dec. Written Learning Update MDI/YDI students set up on the eMDI/eYDI system and students opting out communicated to Learning Department (clerical) to be removed from database.	EDPlan Insight
		Throughout January	Local Assessments entry into EdPlan	
	☐ Ensure Assessment and Reporting deadlines are met for January.	First week of January	Secondary Semester 1 MyEd Summary of Learning Elementary ELP evidence entered into EdPlan. Elementary Numeracy Screener - evidence entered into EdPlan MDI/YDI – schedule a date in Jan/Feb and communicate with District Admin Assistant / Learning Department clerical	CSL Guidelines p. 4 EDPlan Insight Middle Years Development Instrument - Overview (ubc.ca) YDI Overview - Human Early Learning Partnership (ubc.ca)

	Action	Date to be completed	Description	Related Links
	☐ Ensure applicable students are registered for Secondary GNA/GLA administration	First week of January	Secondary GNA/GLA administration	Assessment (Grad Years) (sd22learns.ca) Graduation Assessments: Information for Administrators - Province of British Columbia (gov.bc.ca)
	☐ Communicate District Programs of Choice Family Information Sessions	First week of January	Information will come from the academies/District Programs of Choice Family Information Sessions.	Programs of Choice Academies
	☐ Process registrations and transfers	Mid-January	Schedule appts. for new registrations (including Kindergarten) Contact families regarding transfers.	
	☐ Review your School Technology Plan	January	Please go over your Technology Plans with your school team and connect with your Innovation and Technology Department if you need extra support	School Technology Planning Framework - SD22 Learns
Feb.	General – Check the Ripple each week for weekly updates			
	☐ Site Committee Meeting	February	Submit Minutes to safety@sd22.bc.ca prior to the last day of the month.	Site Committee Meeting Minutes
	☐ Existing Committee Member Training	February	Location SBO 8:00am – 12:30pm Snacks and Lunch Provided Alternative date available in March	Existing Committee Member Training Registration

	Action	Date to be completed	Description	Related Links
	HR			
	☐ Review the HR bulletin and contact HR for all site-specific matters	Ongoing		HR Sharepoint
	Inclusion			
	☐ Have initial meetings Update Ministry and ELL designations for 1701	First week of February	Ministry Designated Special Education numbers sent to Inclusion Department	Inclusion Sharepoint
	Indigenous			
	☐ Prepare for and communicate Indigenous Education events/ learning opportunities for staff and students	First week of February	School-wide awareness activities/learning for: Moosehide Campaign Day; Indigenous Storytelling Month	Indigenous Education Sharepoint https://www.sd22learns.ca/indigenous-education
	☐ Connect with ISWs/IOWs			
	Learning			
	☐ Ensure Assessment and Reporting deadlines are met.	First week of February	MoECC Student Learning Surveys Elementary MyEd K-7 March Written Learning Update	SLS
	☐ Prepare for Academic Review (Elementary)	Feb/March	Elementary Academic Review Meetings – Complete and submit excel document	
Mar	General – Check the Ripple each week for weekly updates			
	☐ Site Committee Meeting	March	Submit Minutes to safety@sd22.bc.ca prior to the last day of the month.	Site Committee Meeting Minutes
	☐ Existing Member Training	March	Location SBO 8:00am – 12:30pm Lunch and Snacks Provided This is the last training session for the school year.	Existing Committee Member Training Registration

	Action	Date to be completed	Description	Related Links
	HR			
	☐ Review the HR bulletin and contact HR for all site-specific matters	March	HR Bulletin will have specific information required.	HR Sharepoint
	Inclusion			
	☐ Have initial meetings IEP Meetings completed and IEPs updated	Mid-March	IEP's need to be updated 3 times per year – end of September, Mid-March, and Mid-June.	Inclusion Sharepoint
	Indigenous			
	☐ Prepare for and communicate Indigenous Education events/ learning opportunities for staff and students ☐ Connect with ISWs/IOWs	First week of March		Indigenous Education Sharepoint https://www.sd22learns.ca/indigenous-education
	Learning			
Apr	☐ Ensure Assessment and Reporting deadlines are met.	First week of March	MoECC Student Learning Surveys: schedule to be completed Elementary MyEd March Written Learning Update Local Assessment entry into EdPlan	
	☐ District Project Scholarship Committee Meeting (Secondary)	TBD		
	General – Check the Ripple each week for weekly updates			
	☐ Site Committee Meeting	April	Submit Minutes to safety@sd22.bc.ca prior to the last day of the month.	Site Committee Meeting Minutes

	Action	Date to be completed	Description	Related Links
	☐ Site Inspection	April	Second Site Inspection Due	Site Inspection
	HR			
	☐ Review the HR bulletin and contact HR for all site-specific matters	Ongoing	HR Bulletin will have specific information required.	HR Sharepoint
	Indigenous			
	☐ Prepare for and communicate Indigenous Education events/ learning opportunities for staff and students	First week of April		Indigenous Education Sharepoint https://www.sd22learns.ca/indigenous-education
	☐ Connect with ISWs/IOWs			
	Learning			
	☐ Ensure Assessment and Reporting deadlines are met.	First week of April	MoECC Student Learning Surveys Secondary MyEd Mid-Course Written Learning Update Secondary GNA/GLA: ensure applicable students are registered Spring Conferences: Review CSL guidelines with staff.	
	☐ Staffing and MyBudgetFile Updates		As per Secretary Treasurer	Finance Sharepoint
	Early Learning and Child Care			
	☐ Prepare for Welcome to Kindergarten	April	Welcome to K event(s) (Submit schedule to ELCC) Prepare gradual entry schedule and communicate with K Families	ELCC sharepoint

	Action	Date to be completed	Description	Related Links
	☐ Preschool registrations for preschool programs and child care	April	Completed through the ELCC department. Relevant schools ensure registration information is up on school web-sites, social media, etc.	ELCC sharepoint
May	General – Check the Ripple each week for weekly updates			
	☐ Site Committee Meeting	May	Submit Minutes to safety@sd22.bc.ca prior to the last day of the month.	Site Committee Meeting Minutes
	HR			
	☐ Review the HR bulletin and contact HR for all site-specific matters	Ongoing	HR Bulletin will have specific information required.	HR Sharepoint
	Indigenous			
	☐ Prepare for and communicate Indigenous Education events/ learning opportunities for staff and students	First week of May	Red Dress Day, including Red Dress Awareness Walk Indigenous grad.	Indigenous Education Sharepoint https://www.sd22learns.ca/indigenous-education
	☐ Schedule and prepare for Academic Review meetings (Secondary)	First week of May	Submit spreadsheet to Director of Instruction – Learning prior to academic review.	
June	☐ District Project Scholarship Showcase (Secondary)	May	District Project Scholarship Showcase	
	General – Check the Ripple each week for weekly updates			
	☐ Custodial walk around to review summer cleaning/projects		Review what needs to be done prior to last day to prepare classrooms for summer work (include planning for receiving and distributing school supplies that arrive in the summer)	

	Action	Date to be completed	Description	Related Links
	☐ Site Committee Meeting	June	Submit Minutes to safety@sd22.bc.ca prior to the last day of the month.	OH&S Committee Minutes Template
	☐ Organize Student Devices for summer technology work.	End of June	Make sure devices are in carts or secure storage and where possible wheel carts to library.	
	☐ Reconcile school cost centre accounts			Finance Sharepoint
	HR			
	☐ Review the HR bulletin and contact HR for all site-specific matters	Ongoing	HR Bulletin will have specific information required.	HR Sharepoint
	Indigenous			
	☐ Prepare for and communicate Indigenous Education events/ learning opportunities for staff and students ☐ Connect with ISWs/IOWs	First week of June	School-wide awareness activities/learning in advance of: National Indigenous Peoples Day (June 21) and June, National Indigenous Peoples Month	Indigenous Education Sharepoint https://www.sd22learns.ca/indigenous-education
	Learning			
	☐ Ensure Assessment and Reporting deadlines are met.	First week of June	Year end, MyEd summaries, local assessments and IEP summaries	
	☐ Reflect on School Goals, District Strategic Plan, FES L	June	Year end	
	Early Learning and Child Care			
	☐ Communicate school gradual entry to k families	Prior to summer break and to all new registrants through the summer	Ensure that any late K registrants know about gradual entry. Make sure schedule is on website.	ELCC sharepoint

	Action	Date to be completed	Description	Related Links
	☐ Complete Welcome to Kindergarten Implementation Survey (Elementary)	Mid-June	Link for feedback from WTK in Spring will be shared with PVP through ELCC department.	ELCC sharepoint