

OSAP 600.09.1 ANNEX B – STAFF ASSISTANCE VISITS

FINANCE/ADMINISTRATION/PURCHASE

SEMI-ANNUAL VISIT GUIDELINES BY DCBA 5/DEPENDENT EDUCATION MANAGEMENT

VISIT DATES

DCBA 5/Dependent Education Management will visit DND Dependants School Overseas during the Month of November and May to carry out semi annual staff assistance visits and conduct required one-on-one interviews necessary to ensure objectives of OSAP 600.01.1 –*Semi-annual visits to DND Dependants Schools Overseas* are met..

REPORT

Completed summary of such visits, being guided by this OSAP 600.01.1- *Semi Annual visit to DND Dependants Schools Overseas* is to be prepared within 30 days of the visit.

Principal, 14 days prior to the semi annual staff assistance visit forward an email to all staff member drawing to their attention the date of the visit, OSAP 600.09.1 – *Semi-annual visit to DND Dependants School Overseas and Annexes* and invite their participation and input to the visit and if desired, a one-on-one meeting with DCBA 5/Dependent Education Management

OSAP Reference	TITLE	REVIEW WITH	COMMENTS / QUESTIONS/ACTION REQUIRED
REGULATIONS AND ORGANIZATION			
100.1	Canadian Forces Overseas Schools Order made by Order in Council	Principal – ✓ <input type="checkbox"/> Understanding of Order in Council, Organization, Policy and channel of communications. .	
	Leadership Meeting	Leadership meetings will be held in November and May of each school year. DEMO-E will issue Leadership meeting agenda using the following and OSAP 100.03.1 as a guide to ‘agenda format’	
Agenda for Meeting will be prepared by DEMO-E prior to end of October for fall meeting and end of April for Spring Meeting. Meetings with alternate between schools and be hosted by the applicable principal.			

Welcome and introductions

Business arising from the minutes

Old business/updates

Principals will provide an overview on following topics:

- Admission – Number of Students*

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OSAP Reference	TITLE	REVIEW WITH	COMMENTS / QUESTIONS/ACTION REQUIRED
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- Staff Expectations*
- Classroom Expectations*
- DND Student Screening program as outlined in OSAP 200.14.3*
- Evaluation for teaches and administrative staff*
- Teacher Assistant*
- School Calendar*
- Curriculum and student expectations*
- Field Trips submission*
- Teacher’s administration*
- Safe School Expectations*
- Business planning*
- Furniture requirements*
- Computer requirements*
- Update on School expenditures for remainder of school year.*
- Other old business items/updates*
- Procurement of textbooks*

New business

- Items submitted by Principals, DEMO-E and DGCB 5/Dependent Education Management*

General information updates and inquiries

Next meeting date, time and location

Agenda items for next meeting

Adjournment

100.2	Pedagogical Advisor staff assistance visit in November	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> OSAP 100.02.1 outlines parameters for Pedagogical advisors staff visit and Annex B and C provides and overview and guide as to the report that will be produced. ✓ <input type="checkbox"/> In addition to SAV outlined in the OSAP, the Pedagogical Advisor, as directed by DCBA 5/Dependent Education Management will carry out a special assignment each year dealing with curriculum programs, course outlines, teacher timetables, school calendars, secondary program, elementary program, teaching minutes and other education areas. It is expected that this special assignment will rotate between schools with focus on program. This assign will be to 	
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		project the way ahead and it is expected that the teaching staff will require little preparation. Principal will be advised in September.	
100.3	School Committee	DEMO-E will arrange an appointment with School Committee Chair	
CLASSROOM MANAGEMENT			
200.1	Day to Day Timelines	✓ <input type="checkbox"/> Review DEMO-E SAV	
200.2	Channels of Communications	✓ <input type="checkbox"/> Review DEMO-E SAV	
200.3	Admission	✓ <input type="checkbox"/> Review DEMO-E SAV	
200.6	Staff Expectations	✓ <input type="checkbox"/> Review DEMO-E SAV	
200.7	Classroom Expectations	✓ <input type="checkbox"/> Review DEMO-E SAV	
200.8	Evaluation	✓ <input type="checkbox"/> Review DEMO-E SAV	
200.10	Occasional Teacher	✓ <input type="checkbox"/> Review DEMO-E SAV.	
200.11	Teacher Assistants	✓ <input type="checkbox"/> Review DEMO-E SAV ✓ <input type="checkbox"/> Review requirement ✓ <input type="checkbox"/> Review lunch monitors duties	
200.13	School Calendar	Review school calendar files	
200.14	Curriculum and Student Expectations	✓ <input type="checkbox"/> Review curriculum and teacher assignments ✓ <input type="checkbox"/> Review report card administration	
200.15	Field Trips	✓ <input type="checkbox"/> Review DEMO-E SAV.	

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OSAP Reference	TITLE	REVIEW WITH	COMMENTS / QUESTIONS/ACTION REQUIRED
200.17	Student Records	Review administrative procedures outlined in OSAP 200.17.1 and OSAP 200.17.2	
200.18	Ontario Student Transcript	Review automated procedures	
200.19	Associations	Meeting with President and OTA committee	
200.20	Professional Development	Review	
TEACHER CONTRACT AND BENEFITS			
300.1	Teacher Selection	Principal – ✓ <input type="checkbox"/> Review OSAP 300.01.1	
300.2	Teacher Contract – Loan of Service Agreement	✓ <input type="checkbox"/> LOSA contract	
300.3	Sponsorship Program	✓ <input type="checkbox"/> Review sponsorship program ✓ <input type="checkbox"/> Review DEMO-E SAV.	
300.4	Moving to Europe and Moving from Europe	✓ <input type="checkbox"/> Review DEMO-E SAV.	
300.5	Teachers Foreign Service Benefits under Military Foreign Service Instruction	✓ <input type="checkbox"/> Review DEMO-E SAV.	
300.6	Health Care	✓ <input type="checkbox"/> Review DEMO-E SAV.	
300.7	LOSA Teachers Absence Policy	✓ <input type="checkbox"/> Review DEMO-E SAV. ✓ <input type="checkbox"/> Review OSAP 300.07.1 Annex C – <i>Principal’s Monthly attendance report</i>	
SCHOOL TRANSPORTATION			
400.1	School Transportation	Review school transportation	
SAFE SCHOOL EXPECTATION			
500.1	Discipline	Review with Principal –	

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FINANCE/ADMINISTRATION/PURCHASE			
600.1	Business Planning	Review	
600.2	Financial Services	Review	
600.3	Travel and Claims	Review.	
600.4	Correspondence Management and Files Numbers	Review	
600.5	Electronic Calendar Management	Review electronic calendar with Principal, School Secretary and AFNORTH DELC-E, DEMO-E, DESC-E and DEAC-E. Ensure compliance with OSAP requirements	
600.6	Annual Education Reports	Review	
600.7	Purchase orders for finance/administration	Review	
600.8	Purchase – Classroom/Teacher/Furniture /Computer/Inventory	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> Review OSAP requirements with Principal, School secretary and AFNORTH DELC-E as to particular Classes of purchase ✓ <input type="checkbox"/> Review school furniture and textbook inventory ✓ <input type="checkbox"/> -Review school computer inventory ✓ <input type="checkbox"/> SHAPE – Review LAN requirements ✓ <input type="checkbox"/> Review furniture requirement for next school year. 	
600.10	Administrative Support Staff Expectations	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> Review OSAP 600.10.1 with each LEE employee. ✓ <input type="checkbox"/> Review employee DND 667 with principal and employee. ✓ <input type="checkbox"/> Review applicable OSAP duties and employees book of duties ✓ <input type="checkbox"/> Review 610.10.3 <i>Annex A</i> 	
General – Meeting			
<ul style="list-style-type: none"> ✓ <input type="checkbox"/> Attend Board of Governors meeting in November and May. Review agenda items with AFNORTH principal prior to meeting 			

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			✓ <input type="checkbox"/> Meet AFNORTH Canadian Financial advisor prior to BOG meeting.
			✓ <input type="checkbox"/> Meet with Senior Canadian Officers associated with AFNORTH and SHAPE Canadian students. DEMO-E to arrange appointments
			✓ <input type="checkbox"/> Co- chair the CNMR Symposium held in May each school year. Principal to brief on school function. DEMO-E to brief on busing and produce a record of the meeting.
			✓ <input type="checkbox"/> Meet with CNMR in November and May. DCBA 5/Dependent Education Management to make arrangements
			✓ <input type="checkbox"/> Once a school year, attend a school social function with school staff. School staff to make arrangements
			✓ <input type="checkbox"/> In November and May Meet with AFNORTH (Canadian) bus monitors. DEMO-E/DESC-E to arrange
			✓ <input type="checkbox"/> In November and May meet with the AFNORTH International School Director
			✓ <input type="checkbox"/> In November and May meet with the Director General SHAPE International School. Canadian principal to make arrangements.
			✓ <input type="checkbox"/> Annually, meet with DoDDS SHAPE International US Sections superintendent.
			✓ <input type="checkbox"/> Meet as required, with British Forces School; Director or DoDDS Europe and to discuss education needs at AFNORTH on behalf of Canadian students.