

## **STANDARD OPERATING PROCEDURE BRIEFING FOLDERS FOR INCOMING PRINCIPALS**

**PURPOSE:** To establish procedures and controls for the preparation of briefing folders for incoming principals.

### **PROCEDURES:**

1. Briefing folders for incoming principals will be prepared by the outgoing principal.
2. At a minimum, the following items will be included in the briefing folder:
  - a) Copy of the Administrator's Guide
  - b) Final Documentation Report (05-06)
  - c) Profile (06-07)
  - d) School Improvement Plan (2006-2011)
  - e) Electronic Data Portfolio
  - f) School Roster
  - g) Most recent Planning Document
  - h) List of sponsors for new staff members
  - i) Master Schedule /Bell Schedule
  - j) School Calendar (graduation date, conference dates, record-keeping days)
  - k) Specialists' Schedule
  - l) End-of-Year SAC Report
  - m) Names/Phone Numbers of Key People
    - i) Commander
    - ii) Deputy Commander
    - iii) Schools' Officer
    - iv) Facilities Engineer/Public Works Officer
    - v) SAC Chair & New Membership
    - vi) SILT Chair & New Membership.
    - vii) Faculty Representatives/Local Union Representatives
    - viii) Booster Club/PTSA/PTO President
    - ix) Bus Office Representative
    - x) DSO Contact Numbers
  - n) Most recent NCA Report
  - o) Five-Year Facilities Plan

- p) Latest Fire Inspector Results
- q) Combination of Safe
- r) Computer Passwords
- s) Past Year Calendar
- t) Asbestos Report
- u) Previous EDC Roster and New EDC Roster
- v) Property Book/ Accountable Property Inventory
- w) Pending Recruit Actions
- x) Budget Spreadsheet
  - i) Supplies and equipment
  - ii) Study trips
  - iii) EDC
- y) Cleaning contract
- z) Safety and Security/ Evacuation Procedures
- aa) Student Activity Fund/ Audit
- bb) GPA Student List/ D-F List
- cc) AVID Students
- dd) Compensatory Education Reports (EOY)
- ee) Reading Recovery Reports (EOY)

**CONTROLS:**

End-of-School Year check-out procedures for outgoing Principal.

Ronald McIntire  
Superintendent