

**STANDARD OPERATING PROCEDURE
BRIEFING NOTEBOOK FOR INCOMING PRINCIPALS**

PURPOSE: To provide guidance for the preparation of briefing folders for incoming principals.

PROCEDURES:

1. The outgoing principal will prepare a briefing notebook for the incoming principal. As a minimum, the following items will be included in the briefing notebook.
 - a. Community Strategic Plan;
 - b. NCA School Profile; Action Plan and Documentation Report (On School Common Drive)
 - c. Manpower Roster; List of Vacancies; List of Manpower Concerns
 - d. Most Recent Enrollment Report
 - e. Master Schedule
 - f. Specialists' Schedules
 - g. End-of-Year SAC Report
 - h. Most Recent NCA Report
 - i. Five-Year Facilities Plan; List of Facility Issues
 - j. Most Recent Fire System Inspection Results
 - k. Most Recent Staff Assistance Visit Report and Response (if applicable)
 - l. List of Tentative Extra Duty Compensation (EDC) Assignments
 - m. Obligation Target Documents
 - n. School/District Calendars
 - o. Duties and Work Hours for GS Employees
 - p. Assistant Principal(s) Responsibilities
 - q. List of Name/Phone Numbers of Key People/Organizations:
 - (1) Commander; Deputy Commander
 - (2) School Liaison Officer(s)
 - (3) Faculty Representative (FR); Faculty Representative Spokesperson (FRS)
 - (4) List of New Staff Member Sponsors
 - (5) School Transportation Office Contact
 - (6) Alternate School Casualty Assistance Officer
 - (7) Kaiserslautern District Staff Roster
 - (8) CSC Chair
 - (9) Crisis Management Team Members

- (10) PTSA/PTO/Booster Club Members
 - (11) List of Military Support Groups
 - r. Safe Combination
 - s. Computer Passwords for Administrative Functions
 - t. Copies of Any Appointment Letters (Key Control, Cashier, Bloodborne Pathogen, ChO (MS, HS),etc.)
2. Other items that should be left in a convenient and designated place for the new principal include
- a. Copy of DoDEA Administrator's Guide
 - b. DoDEA Accountability Report: School Profile
 - c. Extra Duty Compensation (EDC) Binder(s)
 - d. District Standard Operating Practices (SOPs)
 - e. Safe Schools Plan
 - f. Force Protection (Emergency) Plan
 - g. Asbestos Management Plan (Baker Report)
 - h. Local/K-DSO/DoDDS-E Phone Directories
 - i. School Copy of Employee Performance Plans for Prior Year
 - j. Base Information; Map of Installation
3. If there are unique situations, outstanding concerns, or unresolved issues that the new principal should be aware of, the current principal should develop a briefing paper on each item and leave these in a separate folder.

CONTROLS:

End-of-school year checkout process for outgoing principals.

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Superintendent