

**2011 – 2012 Field Site Coordinator Calendar**  
On top of LGB, JGB, & Club meeting participation  
With LGB guidance, these are the FSC focus areas:

**July** \*

- Summer Institute

**August** \*

- Multi-Fest
- If your region holds a “Parent/Student/Teacher” meeting to start the school year, send the specifics to Cathy Morton-McSwain as soon as the event is scheduled.
- Update teacher contact information and send to Cathy Morton-McSwain and CC Mary Bartron. This must include: name, home address, home phone number, work phone number, e-mail (the one that they check), club meeting location with date and time. This due no later than September 15<sup>th</sup>.

**September** \*

- Send copies of all new Student Applications to Mary Bartron. Please include the entry GPA.
- Send a list of all currently active students to Mary Bartron and cc Mary Cottrell. This list should contain name, address, current grade in school, name of HSTA teacher and school name.
- Obtain Updated Student Contracts and Teacher Agreements. Send copies to Jill Simmons and Mary Bartron.
- Send out HSTA Tuition Waiver packets (due in November) to all early/fall senior graduates
- Fall Professional Development Session.
- Update LGB contact information. Send copy of updated information to Mary Bartron and cc Mary Cottrell.
- Send 2011 - 2012 the schedule of LGB meetings to Claire Bragonje.
- Postcards sent out to local legislators and government leaders.
- Begin contacting all Spring 2011 HSTA graduates from your region to obtain contact information and confirmation of college being attended. Updated contact information due to Kas Kasten by October 15<sup>th</sup>.
- Notify the CRA that serves your region if you know of any clubs in your region that would benefit from a visit with them.
- Assist teachers in achieving the goal of 6 hands-on activities per semester. Coordinate with your teachers the scheduling of at least one guest speaker per semester per club.
- Begin the annual Performance Evaluation process. Instruction and forms will be sent to FSCs.

**October** \*

- Fall Professional Development Session (if not held in September)
- FSC Report due by the 10<sup>th</sup> to Ann Chester and Claire Bragonje and CC LGB Chair and CC Mary Bartron.
- Meetings set up by each club to invite legislators. Don't forget to invite Wallace Jones, Taylor Perry or Ann Chester to your legislative reception so that the JGB is represented.
- Updated contact information for Spring 2011 HSTA Graduates from your region due to Kas Kasten by October 15<sup>th</sup>.
- Begin contacting all HSTA Graduates prior to 2011 from your region to update contact information and update college status. Due to Kas Kasten by Dec. 2<sup>nd</sup>.
- Continue the annual Performance Evaluation process.

**November** \*

- Tuition Waiver Packets due for early/fall graduates.
- Doc 1's due by the 15<sup>th</sup> to Cathy Morton-McSwain and Sara Hanks.
- Final approval of Performance Evaluations will be completed by the November LGB meeting. Evaluations are sent forward to Claire Bragonje. Appeals go to the HSTA JGB Subcommittee following LGB action.

### **December \***

- FSC Report due by the 10<sup>th</sup> to Ann Chester and Claire Bragonje and CC LGB Chair and CC Mary Bartron.
- Send out HSTA Tuition Waiver packets to Spring Graduates (due no later than Feb. 10).
- Send out Sara Spencer Memo to Spring Graduates.
- Complete contacting all HSTA Graduates prior to 2011 from your region to update contact information and update college status. Due to Kas Kasten no later than Dec. 2nd.

### **January \***

- Confirm all student grade point averages from previous semester.
- Notify the CRA that serves your region if you know of any clubs in your region that would benefit from a visit with them.
- Assist teachers in achieving the goal of 6 hands-on activities per semester. Coordinate with your teachers the scheduling of at least one guest speaker per semester per club.
- All Science Symposium project revisions due to Cathy Morton-McSwain or Sara Hanks by Jan. 3<sup>0th</sup>.
- Legislative Reception in Charleston. (Regional Displays presented.)

### **February \***

- HSTA Waiver applications due from seniors no later than March 2<sup>nd</sup>. SAT or ACT scores need to be recorded on the "Outcomes Form" and e-mailed to Mary Barton.
- Memo with list of seniors who are eligible for waiver due to Kas Kasten at February JGB meeting.
- FSC report due on the 10<sup>th</sup> to Ann Chester and Claire Bragonje and CC LGB Chair and CC Mary Bartron.
- Collect Sara Spencer essays from seniors and present to LGB. Submit chosen regional essay to Claire Bragonje no later than Feb. 14<sup>th</sup>.
- Statewide Legislative Reception in Charleston. (Regional Displays presented.) (If not held in January)
- Recruit current 8<sup>th</sup> graders for following HSTA school/club year
- Disperse summer forms (either at club meetings, mail, or parent meeting)
- Special Requests concerning FSC and HSTA teacher attendance at Summer Institute due to Local Governing Board.

### **March \***

- March 1 deadline for all Symposium Presentation Submission Forms (PSF) to Home Office
- Send out letters to students "check off if planning to attend symposium and summer institute, if not list reason and send to FSC by March \_\_\_\_"
- JGB committee decides on Sara Spencer Scholarship winners and announces at March JGB.
- Obtain Symposium Permission Slips.
- Revised budgets, if rejected in February, will be submitted by Ann & Jill to Fin. Comm. at March JGB mtg. Therefore, it is likely all regions will know their approved budgets for FY13 at the March JGB mtg.

- Special Requests concerning Field Site Coordinator and HSTA Teacher attendance at Summer Institute due to Joint Governing Board.

### **April \***

- FSC report due the 10<sup>th</sup> to Ann Chester and Claire Bragonje and CC LGB Chair and CC Mary Bartron.
- Doc 2s due on April 16<sup>th</sup>.
- If a state-wide Science Symposium is held, it will be the last Saturday in April. Date for 2012 Science Symposium will be set in the fall of 2011.
- If regional Science Symposiums are held, all are to be completed by the end of April.
- Send names and presentation titles of all students who presented projects to Mary Bartron by April 30<sup>th</sup>.
- Sara Spencer scholarships announced and awarded at Symposium.
- Special Requests concerning student attendance at Summer Institute due to Claire Bragonje and Central Admin no later than April 16<sup>th</sup>.
- Summer Institute Forms due no later than April 16<sup>th</sup>. Please submit Summer Institute Forms to Mary Bartron

### **May \***

- Senior Award Days, Graduations, and Recognition Dinners. Don't forget to invite Wallace Jones, Taylor Perry or Ann Chester to the Senior Dinner so that the JGB is represented.
- Finalize local budget spending
- Complete Teacher Performance Appraisal if LGB requests
- Ensure club activities include health care professional visits and shadowing experiences.
- Encourage teachers and students so HSTA club activity does not end in April.

### **June \***

- Confirm all student grade point averages from previous semester (important this is done before summer participation)
- Verify information regarding student eligibility for HSTA waiver. Additional June Report on Graduating Seniors due by 15<sup>th</sup>. High School Outcomes form and final grade transcripts due to Transitions & Records Coordinator by 15<sup>th</sup>.
- FSC report due by the 10<sup>th</sup> and special senior report to Ann Chester and Claire Bragonje and CC LGB Chair and CC Mary Bartron.
- Community Service Report on all regional community service for the year. Due to Mary Barton by June 30<sup>th</sup>.
- Senior Award Days, Graduations, and Recognition Dinners.
- Send out letters to students to remind/confirm arrival and departure for Summer Institute.

### **Every Month \***

- Ensure club activities include health care professional visits and shadowing experiences.
- Any teacher who quits or is hired needs submitted on a completed current teacher roster (see HSTA webpage). This will assure none are "on board" without legal payroll authorization.
- Any new student accepted needs Student Contract, Transcript Request Form and Publication Release form. Please include entry GPA.
- Club Reports due each month (can be done by club secretary, another responsible student, or teacher)
- Budget Forms completed and submitted as needed (ex: ACT/SAT Reimbursement and Pro Card Monthly Statements)
- Collect Community Service Verification Sheets as student submit, or at the end of each semester

- Submit Budget Spreadsheet to LGB at each meeting
- Create LGB Agendas & Minutes before and after each meeting.
- Submit Travel Forms by the 15<sup>th</sup> of each month for travel done in the previous month.
- Review and sign monthly Pro-cards Reports sent by Nelda Watson.
- Use the WVU MyTime online program to submit sick leave and annual leave. Annual leave is to be submitted prior to use. Part-time Field Staff must use the MyTime program to record time worked. Report problems with MyTime to Claire Bragonje.
- Submit all P-Card receipts within 48 hours of purchase.