

**2010 – 2011 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

**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. This list should contain name, address, current grade in school 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 and teacher contact information. Send copy of updated information to Mary Bartron.
- Send 2010 - 2011 the schedule of LGB meetings to Claire Bragonje.
- Postcards sent out to local legislators and government leaders.
- Begin contacting all Spring 2010 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 Cathy Morton-McSwain or Sara Hanks 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.

**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
- 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.
- WVU is in the process of revising the annual Performance Evaluation process. Instruction and new forms will be sent to FSC as soon as available.
- Updated contact information for Spring 2010 HSTA Graduates from your region due to Kas Kasten by October 15<sup>th</sup>.

**November** \*

- Tuition Waiver Packets due for early/fall graduates.
- Doc 1's due by the 15<sup>th</sup> to Home Office
- Submit Budget Request (if possible).
- 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 JBG Subcommittee following LGB action.
- Begin contacting all HSTA Graduates prior to 2010 from your region to update contact information and update college status. Due to Kas Kasten by Dec. 2<sup>nd</sup>.

## **December** \*

- FSC Report due by the 10<sup>th</sup> to Ann Chester and Claire Bragonje and CC LGB Chair.
- Send out HSTA Tuition Waiver packets to Spring Graduates (due Feb. 10).
- Send out Sara Spencer Memo to Spring Graduates.
- Please get the “Budget Request FY12” form off the HSTA webpage. Please send your proposed budget, not signed, by LGB, to Ann Chester & Jill Simmons, which they will try to get to soon after Christmas.
- Complete contacting all HSTA Graduates prior to 2010 from your region to update contact information and update college status. Due to Kas Kasten by Dec. 2nd.

## **January** \*

- Confirm all student grade point averages from previous semester.
- Notify Cathy Morton-McSwain or Sara Hanks 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.
- Ann Chester & Jill Simmons review local budgets. Ann & Jill will contact FSC to make any suggestions/recommendations. FSC respond to suggestions/recommendations by resubmitting a Budget Request FY12 to Ann & Jill, if necessary. Ann & Jill will then send the Budget Request FY12 back to FSC. FSC get their LGB signature/approval. FSC send the LGB signed Budget Request 12 to Ann & Jill.
- All Science Symposium project revisions due to Cathy Morton-McSwain or Sara Hanks by Jan. 30<sup>th</sup>.
- Legislative Reception in Charleston. (Regional Displays presented.)

## **February** \*

- HSTA Waiver applications due from seniors. SAT or ACT scores need to be on the “Outcomes Form” if at all possible.
- 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.
- Collect Symposium Presentation Submission Forms (PSF) due March 1.
- Collect Sara Spencer essays from seniors and present to LGB. Submit chosen regional essay to Claire Bragonje by 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  
Ann & Jill take the LGB signed Budget Requests FY12 to the JGB Finance Committee at February JGB mtg. Fin. Comm. either passes or rejects budgets at Feb. mtg. JGB either passes or rejects budgets passed by Fin. Comm. at Feb. JGB mtg. Any FSCs who do not have passed budgets at this meeting, need to meet with Jill after meeting. FSC will be instructed as to what they need to do or ask their LGB. If another signature is required from LGB, that will need to be done by FSC. The revised budget needs to be sent to Ann & Jill before March JGB meeting.
- Special Requests concerning 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 \_\_\_\_”
- Disperse summer forms (either at club meetings, mail, or parent meeting)

- 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 FY12 at the March JGB mtg.
- Special Requests concerning 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.
- Doc 2s due on April 6th.
- If a state-wide Science Symposium is held, it will be the last Saturday in April. Date for 2011 Science Symposium will be set in the fall of 2010.
- Sara Spencer scholarships announced and awarded at Symposium.
- Special Requests concerning attendance at Summer Institute due to Claire Bragonje and Central Admin by April 16.

#### **May** \*

- Summer Institute Forms due by the 10<sup>th</sup>. Please submit Summer Institute Forms to Mary Bartron.
- 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 15th.
- FSC report due by the 10<sup>th</sup> and special senior report to Ann Chester and Claire Bragonje and CC LGB Chair.
- 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 on the 1<sup>st</sup> of each month.
- Review and sign monthly Pro-cards Reports sent by Nelda Watson.
- Complete and submit Time Sheets on the 1<sup>st</sup> and 15<sup>th</sup> (or 16<sup>th</sup>) of each month.
- Submit all P-Card receipts within 48 hours of purchase.