

High School Vice Principal's To Do List with Vendor Contacts

Month	Task	Point of Contact	Contact Email	Notes
July	Order iPads	Alayna Little	alayna.little@apple.com	Email for quote. Number of iPads, cases and 4 year school Apple Warranty
	Ensure Dual Enrollment Contract is Signed and Delivered	Giarrappa, Philip	pgiarrap@mdc.edu	Request, print and ensure the Principal signs the Dual Enrollment Articulation Agreement with Miami Dade College. Email copy of the signed contract, including required proof of insurance, to the correct representative. Or check with Counselor to make sure it is done.
	Ensure Teaching Contracts with All In Education meet school needs and are signed	Corinne Galvis	cgalvis@all-ineducation.com	Confirm course needs with other administrators. Request, print and ensure the Principal signs the contract with All In Education. Email copy of the signed contract to Corinne Galvis.
	Order ID Printing Materials		www.idville.com	Must order blank ID cards, ID printer ink and, as needed, ID clips (VPK-5) and lanyards (6-12).
	Setup and Configure iPads	Nelson Primus	nelson@mobilemeit.com	Currently, MobileMe is contracted to monitor the iPads, but is not contracted to setup the iPad. Nelson will configure JAMF to install the required restrictions, but someone at school will need to setup the iPads or MobileMe's contract expanded to cover this task.
	Order Textbooks	HMH - Suarez, Liuv	liuv.suarez@hnhco.com	NAD textbook approved list has changed. Need to move away from iBooks. Email reps for quotes for eBooks that match NAD approved list. Textbooks for HS Excel document has been shared in the Vice Principal Google Drive.
		McGraw Hill - James, Nick	Nick.James@mheducation.com	
		Pearson/Savvas - Susan Klossing	susan.klossing@savvas.com	
		Cengage - Michael Galfond	michael.galfond@cengage.com	
		iBooks - Apple School Manager		
	Upload ebooks to iPads	Nelson Primus	nelson@mobilemeit.com	Either by code (you supply students) or MDM push (Nelson). Be careful supplying codes to students. They will have trouble and may lose the code. Keep track of which code goes to which student. Do not depend on teacher as they too may have trouble and lose codes.
	Upload apps to iPads	Nelson Primus	nelson@mobilemeit.com	Upload apps by grade level. Textbooks for HS Excel document has been shared in the Vice Principal Google Drive. It includes latest list of apps.

	Distribute iPads			Be sure to keep updated log of serial numbers and student assigned devices.
	Process Course Changes			Course changes must be done in the first two weeks of school or permission will be needed by Academic Standards Committee. You must ensure all students are in the appropriate class that will allow them to graduate on time.
	Register FLVS LAB Students	Blended Learning Specialist - Lorenzo, Lillian	llorenzo@flvs.net	Students who register for the FLVS Lab (different from FLEX) study hall need to be registered for their classes. Registering them for the lab allows the facilitator to keep track of their progress. A MARS sheet must be submitted. If students are allowed to work as FLEX students during the FLVS lab elective, it will result in problems as they will finish the course and have nothing to do. The labs are paced to match our school calendar.
		District Relations Manager - Brunson, Felicia	fbrunson@flvs.net	
	Create Student/Staff IDs			Since yearbook pictures often take place later in the school year, a picture backdrop was purchased. ID pictures can be taken inhouse and ID cards produced at the beginning of the school year. The ID Maker program is used to design cards and ID Maker+ printer is used to print the cards.
	Digital Library Access	Andrea Henry-Smith	asmith@southernunion.com	Input new students into the MackinVIA dashboard. Usernames should be the students' ID number and password should be mackinvia. Be sure information is entered into the correct dashboard (Miami Union Academy 9-12 VIA). Remind all students of their login information and promote usage of the program in all the classroom.
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September	MAP Testing			Work with counselor to create MAP testing schedule. Someone will need to create a testing roster for the school. Instructions can be found on the MAP website on how to upload testing roster.
	MAP Scores Review			Review, graph and share testing data with teachers. Graphing the data will help to evaluate if the school is successfully closing learning gaps. The MAP Growth School Wide Overview Excel document has been shared in the Vice Principal Google Drive.
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November	Order Library Resources	Andrea Henry-Smith	asmith@southernunion.com	Utilize the Mackin program to order physical and digital materials for the library. Andrea can explain how to utilize funds for ordering materials independent of the Mackin program (i.e. magazines). A Mackin sales representative familiar with the needs of Souther Union can assist in creating a suggested purchasing list. You will still need to ensure that materials fit the standards of the MUAA constituency (taking care to understand societal standards have become more liberal compared to Adventist ideologies while not sheltering students from the growing world).
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January	Monitor Students' Progress to Graduation			Help students and parents understand where they are in terms of graduation, what diploma track they are on, how they can revert to the academic diploma track by retaking classes and how they can plan for Dual Enrollment opportunities.
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June	Monitor Students' Progress to Graduation			Help students and parents understand where they are in terms of graduation, what diploma track they are on, how they can revert to the academic diploma track by retaking classes and how they can plan for Dual Enrollment opportunities.
	iPad Repairs	Nelson Primus	nelson@mobilemeit.com	Submit broken iPads for repair. MobileMe will schedule repair for iPads under Applecare warrenty.