

| BPS Principal/Director's Week 2025 (July 28-July 31, 2025) | | | | |
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| Daily Schedule & Topic: | Monday Building-level Work | Tuesday: Welcome Breakfast & District-level Work @ NEW BNAS Cultural Building | Wednesday: District-level Work @BPS Admin Building Boardroom | Thursday: Building-level Work |
| 7:00-8:00 | | Breakfast & Welcome | Breakfast | |
| 8:00-10:00 | Building Walkthroughs (summer maintenance projects & cleaning check-in) | Ice Breaker & Team Building | Staff Evaluations (EPAS, BPS Timelines, Expectations, Staff Handbooks etc.) | Principal's Building-level New School Year Prep |
| 10:00-10:15 | | BREAK | | |
| 9:00-10:15 | Building Walkthroughs (summer maintenance projects & cleaning check-in) | Admin SOPs, Chain of Command Checklist, Grievance Policy, Travel, District Budgets, etc. | Principal's Professional Goal Setting Workshop (Evaluation Process) | Principal's Building-level New School Year Prep |
| 10:30-12:00 | Building Walkthroughs (summer maintenance projects & cleaning check-in) | Business Office SOPs | CIC, ISAP, School-level Accreditation, Title I Binder | Principal's Building-level New School Year Prep |
| 12:00-12:30 | LUNCH 260-Day End of Summer Celebration! | LUNCH ON OWN | | |
| 12:30-2:45 | Building Walkthroughs (summer maintenance projects & cleaning check-in) | HR Processes & Procedures Staff Discipline | District Committee Planning | Principal's Building-level New School Year Prep |
| 2:45-3:00 | | BREAK | | |
| 3:00-4:00 | Building Walkthroughs (summer maintenance projects & cleaning check-in) | SPED Handbook & SOPS | Board Agenda Submission Schedule, Agenda Docs, etc. | Principal's Building-level New School Year Prep |
| 4:00-5:00 | | | NTO Week, New School Year Orientation Days Schedule, other needs, questions, concerns, topics | |

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| Daily Schedule & Topic: | Wednesday: Welcome Breakfast, District SOPs, @ BPS ADMIN | |
| 7:00-8:00 | Breakfast, Welcome, Ice Breaker & Team Building | Rebecca |
| 8:00-8:30 | District Mission, Vision, & Goals | Rebecca |
| 8:30-8:45 | Break | |
| 8:45-9:45 | Admin SOPs | Jen |
| 9:45-10:15 | Chain of Command, Complaint Policy, & Processes | Rebecca |
| 10:15-10:30 | Break | |
| 10:30-11:45 | Business Office SOPs & School/Department Budgets | Sandy |
| 12:00-1:00 | Lunch | |
| 1:00-1:45 | HR Processes & Procedures | Bev |
| 1:45-2:00 | Break | |
| 2:00-2:45 | Staff Discipline Process | Bev |
| 2:45-3:00 | Break (Director's Dismissed) | |
| 3:00-4:00 | SPED Handbook & Staff Assignments (Black Binder) | Belinda |
| 4:00-4:15 | Break | |
| 4:15-5:00 | Title I & School Accreditation Process (Yellow Binder) | Rebecca |

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| Daily Schedule & Topic: | Thursday: Staff Evaluations, CIC & ISAP, Accreditation @ BPS ADMIN | |
| 7:00-7:30 | Breakfast | Rebecca |
| 7:30-8:30 | Title I Binders, Accreditation & Staff Evaluations (EPAS, BPS Timelines, Expectations, Staff Handbooks etc.) | Rebecca |
| 8:30-8:45 | Break | |
| 8:45-9:45 | Principal's Personal Professional Goal Setting Workshop (Evaluation Process) | Jen |
| 9:45-10:15 | District Committee Planning & Mentoring Assignments | Rebecca |
| 10:15-10:30 | Break | |
| 10:30-11:45 | Board Agenda Submission Schedule, Agenda Docs, etc. | Melanie |
| 12:00-1:00 | Lunch (On Your Own) | |
| 1:00-5:30 | In-building Work | |