



LEADERSHIP | TRUST | ADVOCACY

# Superintendent Calendar of Activities

*Calendar is a reference tool, but may not represent all activities.*

## September

	<u>Fiscal</u>	<u>Program</u>
<b>Verify:</b>	Enrollment Ending Fund Balances Local Effort Assistance Fire District Payment K-4 Ratio Personnel Records/Experience & Credits	New Employee Orientation – L&I, Bloodborne Pathogens, etc. Lunch Program Free & Reduced Enrollment Board Goals & School Report Card MSP/HSPE, AYP, & NCLB Reporting FERPA & Other Public Notices
<b>Monitor:</b>	Enrollment Program Expenditures—September iGrants	Class Size Issues Program Enrollments Transportation Routes & Driver Hours
<b>Initiate:</b>	M&O Planning Year-end Financial Report Basic Education Form 1497	Federal Impact Surveys E-rate Planning Student Assessment Reporting

## October

	<u>Fiscal</u>	<u>Program</u>
<b>Verify:</b>	iGrants Basic Education Form 1497	Running Start Participation
<b>Monitor:</b>	Enrollment Program Expenditures Year-end Financial Report	New Employee Evaluations WASA Fall Workshop
<b>Initiate:</b>	M&O Budget E-rate Applications	Curriculum Selection Process Personnel Reports School Improvement Planning

## November

	<u>Fiscal</u>	<u>Program</u>
<b>Verify:</b>	Budget Capacity Projections Year-end Financial Report	New Employee Evaluations Personnel Reports
<b>Monitor:</b>	Enrollment	
<b>Initiate:</b>	M&O Resolution Capital Budget Planning	New Bus Orders Board Reorganization

## December

	<u>Fiscal</u>	<u>Program</u>
<b>Verify:</b>	Revenue Projections Potential Cash Flow Issues	M&O Levy Filing, Communications E-rate Applications Board Information to ESD, WSSDA
<b>Monitor:</b>	Grant Expenditures/Claims	
<b>Initiate:</b>		Employee Probation Recommendations

## January

	<u>Fiscal</u>	<u>Program</u>
<b>Monitor:</b>	Enrollment Program Expenditures Legislative Changes	Student Assessment Plans Employee Probation Notifications Curriculum Selection Process Employee Probation Notification
<b>Initiate:</b>	Enrollment, Cash Reserve Projections Budget Planning Staffing for Next Year—K-4	MSP/HSPE & Assessment Planning

## February

	<u>Fiscal</u>	<u>Program</u>
<b>Monitor:</b>	Enrollment Grant Expend/Claims	I-728 Planning WASA/WSSDA Legislative Conference
<b>Initiate:</b>	Budget Prep. Projections	Staff Status Survey

## March

	<u>Fiscal</u>	<u>Program</u>
<b>Verify:</b>	M&O Results/Options	MSP/HSPE & Assessment Planning
<b>Monitor:</b>	Enrollment Ending Fund Balances Local Effort Assistance	RIF Seniority List WASA Small Schools Conference Proposed Staffing to Principals
<b>Initiate:</b>	Budgeting	New Program Planning

## April

	<u>Fiscal</u>	<u>Program</u>
<b>Verify:</b>	Grant Expenditures/Claims	Curriculum Selections
<b>Monitor:</b>	Final Enrollment Revenues Expenditure Capacity	Possible Staff Reductions Budget Process I-728 Hearings
<b>Initiate:</b>	Summer Facility Projects Special Projects State Testing Remediation Planning	Inter-Local Agreements Negotiations

## May

	<u>Fiscal</u>	<u>Program</u>
<b>Initiate:</b>	Budget	Staff Development Plans
<b>Monitor:</b>		WASA Superintendents Workshop
<b>Complete:</b>	Final Grant Claims  State Testing Remediation Planning	Inter-Local Agreements Employee Evaluations Staff Reductions

## June

	<u>Fiscal</u>	<u>Program</u>
<b>Monitor:</b>	Ending Fund Balance Legislative Impacts to Revise Budgets Equipment, Supplies, Bidding	Negotiations Staff Hiring Summer Building Schedules WASA/AWSP Summer Conference
<b>Initiate:</b>	Final Program Expenditures iGrants—Year-end Reports & New Grants	
<b>Complete:</b>	Finalize Budgets Ending Fund Balance Analysis	Staff Development Plans NCLB Reporting

## July

	<u>Fiscal</u>	<u>Program</u>
<b>Initiate:</b>		Parent/Staff Communications Administrative/Board Retreats
<b>Monitor:</b>	Ending Fund Balance Budget Approval Negotiations iGrants	Summer Maintenance & Projects
<b>Complete:</b>	Final Program Expenditures	Staff Hiring

## August

	<u>Fiscal</u>	<u>Program</u>
<b>Complete:</b>	iGrants	Negotiations Summer Maintenance & Projects Classified Staff Hours & Assign. Negotiations New Employee Orientation