

Month	Operations	Curriculum/Instr ruction	Personnel	Budget/Tuition	Accreditation	Cath Schools Office	Other
July	update all parent/family contact information; update Emergency Plans	update curriculum maps (scope/sequence, standards, etc)	request records for new employees; check/update Safe Environment			sign up for Diocesan Retreat; make hotel arrangements	update Long Range/Strategic Plan
August	Schedule emergency drills; mail out annual asbestos letter; annual nondiscrimination notice	plan PIR days & curriculum work; apply for OPI credit hours (if possible); compare MAP results to state-wide summary	update personnel records (see policy 3200)	send end of year report to Superintendent		Diocesan Retreat; statewide principal meeting; send list of teachers and emails to Supt	ensure all forms are up to date and ready for distribution
September	fire drill; collect all student insurance information; update all nondiscrimination notification materials	Schedule MAP testing (elementary schools) and ACT for high schools	check/update Safe Environment for staff & returning volunteers; sign up new parents and new volunteers	finalize current year's budget; ACE fall update due by Sep 20th	High Schools: begin OPI Accreditation	sign up staff for Oct prof development; send roster and contact info for Advisory Council to Supt; MAP preparation teleconference; monthly administrators virtual meeting	collect all Teacher & family handbook acknowledgment forms; collect all Acceptable Use forms; collect all release of information forms (pictures/promotional materials); fall sports/activities meetings

<p><b>October</b></p>	<p>lockdown drill</p>	<p>complete 1st full evaluation of beginning (1st and 2nd year teachers); conduct 1st round of MAP testing</p>	<p>complete evals for emerging staff members</p>	<p>check for delinquent tuition accounts</p>		<p>NCEA data compilation to Schools Office; professional development; monthly administrators virtual meeting</p>	<p>schedule &amp; publicize your open houses</p>
<p><b>November</b></p>	<p>fire drill; send immunization report to state (due Dec 1st)</p>	<p>schedule peer evaluations; Parent-Teacher Conferences</p>	<p>first round of POI's</p>	<p>project enrollment</p>	<p>finish OPI Accreditation</p>	<p>monthly administrators virtual meeting</p>	<p>update registration &amp; admission materials; Winter sports parent meeting</p>
<p><b>December</b></p>	<p>emergency drill; check for AHERA compliance; ensure that all financial acknowledgements are issued</p>	<p>complete 1/2 walkthroughs of entire staff</p>	<p>check for Safe Environment compliance</p>	<p>project enrollment</p>		<p>monthly administrators virtual meeting</p>	<p>finalize your registration timeline</p>

January	emergency drill	complete 2nd full eval of beginning teachers; 2nd round of MAP testing		set & publish tuition; ACE winter update due by Jan 20th; check for delinquent tuition accounts		monthly administrators virtual meeting	check student attendance records; open re-registration; Catholic Schools Week (last Sunday in January)
February	emergency drill	complete full evaluations of 1/3 of veteran staff	give our intent to return forms	set wage scale		monthly administrators virtual meeting	State of the School presentation?; open registration begins
March	emergency drill	complete 1/2 walkthroughs of entire staff; ACRE testing conducted; Parent-Teacher Conferences	complete any POI's; send job openings to office; check Safe Environment compliance; complete summary evals for emerging staff	1st preliminary budget; ACE for next year opens March 15th		monthly administrators virtual meeting	finalize next year's academic schedule; spring sports meeting
April	emergency drill	finalize all textbook needs	send job openings to office; complete staff evaluations (1/2 of proficient staff)	set staff limits; notify any RIF; ACE deadline of April 20th; check for delinquent tuition accounts		monthly administrators virtual meeting	review handbooks; check student attendance records & send out warnings

<p><b>May</b></p>	<p>AHERA compliance check</p>	<p>order textbooks; 3rd round of MAP testing</p>	<p>offer contracts by May 15 (teachers have 10 days to accept)</p>	<p>finalize next year's budget</p>		<p>send next year's school calendar to office; monthly administrators virtual meeting</p>	<p>approve handbooks</p>
<p><b>June</b></p>	<p>advance student records (see policy 7104); request records for new students</p>			<p>ACE data update (due by July 20th)</p>	<p>WCEA Annual report due</p>	<p>send nominations for Advisory Council/Board to office for Bishop's approval; statewide principal meeting; Annual Report submitted; sign up for Diocesan Retreat</p>	<p>dispose of medication; prepare transcripts for transferring/graduating students</p>