

# Superintendent's Annual Calendar

July through June

## **MONTHLY**

### *Instructional*

1. Update website with Board agenda and other important information
2. Instructional Walkthroughs with Principal
3. Review Special Ed placements
4. Review student enrollment and attendance, staff attendance

### *CFO/Business Manager*

1. Ensure payroll is posted and calculated
2. Monthly claims to NSLP to ADE within ten days after the end of the covered month
3. Student Activities fund reports for Board approval
4. Look at payroll (variations), comp time and overtime
5. Check actual against cash flow projections
6. Ensure GFA/Stewardship are updated, surplus addressed
7. Monitor Auditor General's website for new memos and info

### *Personnel*

1. EOM meetings after the 10<sup>th</sup> of the month (September – May) with Employee of the Year drawing in May for June recognition
- 2.

### *State/Federal Programming*

1. Cash Management for approved grants, JEs as needed
2. Student absence data filed with ADE
3. Complete time sheet certification by time sheet deadlines for each pay period
4. Monthly T&E Reconciliation submitted the day after the last day of the month with after –the-month signature and date, file in binder upon receipt and review

### *Department Tasks*

1. Monthly walkthroughs with Maintenance Director

## **JULY**

### *Instructional*

1. Set up blank PD activities calendar, by month, for the District in conjunction with the School
2. Clean and reorganize the safe
3. Set up teacher orientation program, agenda and write welcome back letter
4. Publish bus routes, opening dates in the local paper
5. Complete bell schedule, update as needed
6. Set up Cabinet meeting dates and distribute to Principal, Directors, BSIII, FS Manager
7. Revise and publish student and staff handbook – post online and create some office hardcopies. Include parent notices for signature (Release of directory information, MOWR, FREPA, Policies EEAE-EA, JK-R and JK-ED COMPLETE THIS)
8. Update website with Superintendent's Welcome Message for upcoming year

### *CFO/Business Manager*

1. Arrange for destruction of records as appropriate
2. Conduct records retention audit of all records (HR, Grants, Business, Supt, School, Sped, RN). Box and label. For destruction or storage as appropriate
3. Review Safety Plan with Fire Chief, Sherriff and school principal, update as needed and prepare for teacher/staff distribution on first day
4. Roll over of Visions and set up of blanket POs
5. File Advice of Encumbrance by July 15 with County Treasurer
6. Adopt proposed budget by July 15. By July 18 upload to ADE, county. Post on the district website. File affidavit of publication with newspaper. Get screenshot of website for audit.
7. File required bus report (TRAN 03-01) with ADE per ARS 15-922 (Trans director) by July 15
8. Projected prior year ending cash balance must be certified for county by August 1.
9. Ensure physical inventory of GFA/Stewardship done and reconciled in Visions
10. Check end of year fund balance for accuracy
11. Review and reassess all special contracts (FS, alarms, security, etc.)
12. Update robo-call list
13. Reconcile monthly invoices for insurance, prorate insurance payments and reconcile payroll deductions through Business Services I
14. ADOPTED budget filed with ADE and County by July 18, post link on website (screenshot)

### *Personnel*

1. Review and update HR lists, revise SDER information workbook
2. Update teacher certification and fingerprint clearance expiration dates, alert staff
3. Develop calendar of state and federal reports due dates for administrative team/Cabinet
4. Establish Cabinet meeting dates and distribute

### *State/Federal Programming*

1. Start collecting data for CRDC
2. Create Time and Effort workbooks and semi annual verifications
3. Roll over and update dates in CIP in ALEAT
4. Determine federal projects budgets
5. Pull TIA paperwork for Principal (attestation forms, principal written attestation form, deadlines for all)
6. Prepare parent materials for distribution at Open House (Title I Parent Compacts)

### *Governing Board*

1. ASBA Calendar of event for the upcoming year recorded for meetings and deadlines
2. Deliver Summer School report to Board

## **AUGUST**

### *Instructional*

1. Set up Back to school meeting agenda and annual PD requirements (BBP, ChildFind, Duty to Report, McKinney-Vento, Migrant, evaluation instrument, S&B committee vote) with Principal. Include evaluation instrument review, process and timeline
2. Orientation for Paraprofessionals
3. Arrange for Board President to address staff on the first day
4. Start of the Year Walkthrough inspection with All Directors
5. Schedule Fire drills and Lockdowns for the year with the Principal
6. Schedule bus drills with Transportation and School
7. Review ALEAT goals with staff and Principal
8. Update website for the new year – staffing, schedules, department pages, photos
9. Emails and E-Chalk accounts for all teachers updated

10. Set up staff telephone directory and update numbers in classrooms
11. Establish Principal's goals for the year
12. Deliver new staff telephone directory to staff
13. Meet with Admin and AD on sports for the new year, supervision at games, crowd behavior
14. Plan for Open House
15. Update robo-call telephone list for staff and parents
16. Meet with Student Council Sponsor, BSIII, BSII and BSI for expected procedures and policies
17. Review requisition process with teachers, grant personnel and Business Office
18. Collect parent notice signatures from student handbook
19. Preschool GOLD set-up and reporting. EQUIP rubric revision for IDEA Preschool grant.
20. Ensure bullying policies are posted in all classrooms and common areas (JII, JII-R, JII-EB, JICL, JICL-R, JICK - R, EB)
21. Update emergency closing, evacuation procedures and distribute as appropriate
22. Sign Curriculum Alignment Agreement with other local area districts

#### *CFO/Business Manager*

1. Prepare for previous fiscal year audit visit
2. Check to ensure grease traps are cleaned and septic is pumped as needed
3. Payments for all items in Advice of Encumbrance must be made by August 29 for previous fiscal year
4. By 3<sup>rd</sup> Monday in August, amount to be raised from primary and secondary taxes must be fixed, levied and assessed by county.
5. By September 1, estimate of Impact Aide to be received must be filed with County
6. Review cash collection and fund raising procedures with fund custodians
7. Meet with PTO board for update on procedures, create calendar of events for the year, set up for access to Parent Room
8. Set up EOM requisitions, open PO for tag creation, create certificates
9. Update contact information in LEA Core Data in Common Logon
10. Distribute updated TSA information to all full time staff, coordinate with payroll on any new memberships

#### *Personnel*

1. Create badges for all new hires
2. Insurance paperwork for all new hires
3. Set up EOM Committee and meeting dates for the year
4. Update substitute list with school office
5. Review with Principal the Written Attestation for HQT, update HQT online.

### *State/Federal Programming*

1. Submit grant applications that are open
2. Prepare SPED for Oct 1 census
3. Grant completion reports due in September – start prep work, prepare JEs as needed
4. Work with 21<sup>st</sup> CCLC Coordinator on programming for upcoming year – vendors, trips, parent room – and work into budget
5. Orient federally funded employees to forms and certification requirements
6. Prepare for ALEAT Cycle requirements, meet with appropriate personnel for data gathering, establish timelines for information return

### *Governing Board*

1. Invite Board to opening events
- 2.

## **SEPTEMBER**

### *Instructional*

1. Review and revise as needed emergency procedures, create emergency telephone list, update classroom flip chart
2. Schedule first Salary and Benefits Committee meeting and set goals for the year
3. Set up chain of command for when Superintendent is out of the District
4. Set up emergency call chains for Board, Admin and Directors
5. Discuss teacher observations and scheduling with the Principal
6. Meet with Gifted Coordinator and set up testing dates in conjunction with Principal
7. Meet with Sped Coordinator and Principal to discuss programming
8. Meet with ELL Coordinator and Principal to discuss programming

### *CFO/Business Manager*

1. Prepare Capital Improvement Plan and Maintenance Long Range plan
2. Complete SDER in Common Logon, file backup docs
3. By September 15 SEI budget request must be submitted to ADE
4. Set up for Superintendent's TSA payment

### *Personnel*

### *State/Federal Programming*

1. 1. Complete ALEAT Cycle requirements and upload to ADE

2. Set up Title I Parent night, create agenda and sign in sheets, and publish meeting notification in the newspaper. Conduct survey with required "Quality of school" question during the event for collection for Title I programming and Prop 301 plan inclusion.
3. Complete CRDC that is due in December
4. Grants completion reports due September 30
5. SEI budget to ADE by September 15
6. Collect Comparability data from SDER

### *Governing Board*

## **OCTOBER**

### *Instructional*

1. SAI Fall Survey – get token and send out

### *CFO/Business Manager*

1. Prepare for previous fiscal year second audit visit
2. Complete and submit AFR to Board by October 14 for approval, and then submit to ADE by October 15. Post on website with link to ADE. Copy to County. Also complete for ASF AFR.
3. Prepare beginning balance JEs after AFR
4. Prepare compensated absences through Business Services II
5. By October 15 submit TEI info to ADE through SDER
6. By November 1, copy of current expenditures by school report must be submitted to ADE
7. Complete benchmarking report with data from comparison districts: test scores, levy amounts, expenditures per pupil, demographic information, staff FTE, Student enrollment, etc
8. Work with Auditors on CAFR preparation
9. SDER must be submitted by October 15

### *Personnel*

1. Ensure classroom observations have begun, and any teachers that need improvement plans have one in place

### *State/Federal Programming*

1. Submit student count data to ADE
2. Get 40 day ADM count
3. Start collecting OCR data

4. JOM/Title VII meeting for IPPs and Impact Aid, JOM goals. Collect documentation from sponsor.
5. SEI state grant Part I – complete survey

#### *Governing Board*

1. Celebrate National School Lunch Week (13-17)
2. Recognize National Bus Safety week (20-26)

### **NOVEMBER**

#### *Instructional*

1. Review of teacher evaluation progress, and GB policy deadlines for probationary teachers with Principal
2. By November 15 complete and file student immunization report with local health department and Department of Health Services

#### *CFO/Business Manager*

1. Tax credit letters out to community, parents, website. Collect data for January reporting
2. Readjust lighting for winter hours
3. Semi Annual extra duty and 020 payout approval from Principal and to payroll for first December payroll
4. Begin Prep work for December revision of budget
5. Complete and upload CSF AFR by November 15 to ADE and County , post link on website (screenshot) and send link to ADE through email
6. Complete Assurance of Comparability for MOE
7. Begin Prep work for December revision if needed or appropriate

#### *Personnel*

1. Reminder of Improvement Plan timelines for staff who may get a letter of Non-renewal along with notice of intent to non-renew
- 2.

#### *State/Federal Programming*

1. Check to ensure fire drills for fall were completed, fire Marshall visit follow up with Maintenance Director
2. Check SPED07 ADE report
3. Complete Academic Achievement Reports on Common Logon

4. Calculate and file in binder Comparability of all Title I schools to include 40 day student count, SDER – annual requirement
5. Assurance of Comparability due November 30 every other year (SESD in Odd calendar years – 2015, 2017, 2019)
6. Neglected/delinquent count due November 9 (not applicable at this time for SESD)

### *Governing Board*

## **DECEMBER**

### *Instructional*

1. Mid-year evaluation for Principal
2. Work with area districts to establish school calendar two fiscal years out to take to Board in January
3. Revise welcome letter on the website from Superintendent

### *CFO/Business Manager*

1. December budget revision by December 15 if adopted budget is in excess of GBL, unrestricted capital or 1% of GBL. Must publish notification of meeting at least ten days prior to meeting, get affidavit of publication and send to ADE. Upload to ADE and county by December 18. Update link on website.
2. Create appointment schedules for following fiscal year for certified, 261 and 189 day appointments
3. Review health insurance enrollments and costs, work with broker to get rates and plans for upcoming year
4. With Business Services II, review bidding procedures and schedule in preparation for upcoming bidding cycle
5. With Business Services II double check all payroll and tax information
6. Records Retention to the state by December 31

### *Personnel*

1. Notice of inadequate performance for certified and improvement plan creation and implementation due. Notice to Board.
2. Download new Minimum Wage poster from Industrial Commission of AZ website and post. Note date. Ensure all required posters are current.

### *State/Federal Programming*



1. Upload Prop 301 plan for the year to ALEAT (No longer required – keep on site)
2. Deadline for SPED participation in SAIS is December 14
3. Submit Part II for Migrant grant to ADE
4. Semi Annual T&E
5. Reconcile fall semester T&E, amend grants or payroll as needed
6. ALEAT Cycle 1, 2, 3, 5 and 6 due in ALEAT by December 1
7. Completion reports due 12/27 for federal grants that ended September 30; carryover should be amended within 60 days. A waiver for more than 15% of Title I carryforward is required.
8. October 1 enrollment data in SAIS by December 14
9. Begin prep work and data collection for Impact Aid and Title VII

#### *Governing Board*

1. Conduct Superintendent's evaluation

### **JANUARY**

#### *Instructional*

1. Create Governing Board meeting Calendar for approval at organization meeting
2. Discuss retention first notice letters with the Principal
3. Set up meetings with state legislators

#### *CFO/Business Manager*

1. File tax credit collection and use info with AG office
2. Distribute CAFR to Board in public meeting. Keep one copy as working copy for following year, rest on district office shelf.
3. Check on the status of all open POs
4. Begin review of personnel requests for next school year
5. Review and update long-range capital projects plan to include technology
6. Ensure transportation Route report (TRANS 55-01) is filed with ADE by transportation director within 12 days after the 100<sup>th</sup> day
7. Check for status and needed additions to the Essential Records spreadsheet for AZ Records Retention and ensure update to records listing by appropriate personnel

#### *Personnel*

1. Work with District lawyer on next year's certified and classified contracts

2. All EEs must get W-2, contractors get 1099 for calendar year just ended by January 31
3. Download OSHA 300 and 300A forms from the Alliance website and post. Remove old posting and file.

#### *State/Federal Programming*

1. Get 100 day ADM count
2. ESS census verification letter due this month
3. Impact Aid and Title VI (Part I) due this month
4. SEI state grant part II – Incremental Teacher spreadsheet due to ADE
5. Time and Effort Reconciliation as needed
6. E-Rate Form 470 should be sent out this month for following Year vendors

#### *Governing Board*

1. Conduct organizational meeting and alert county of all changes
2. Update website for Governing Board as needed (bios, pictures, contact information)
3. Contact ABSA for new member orientation as needed
4. Alert County Schools Superintendent of new meeting calendar and post on website.
5. Alert County School Superintendent of Board president, file certificate with county.

## **FEBRUARY**

#### *Instructional*

1. Discuss second notice retention letters with the Principal
2. Plan for summer school dates
3. Plan for Summer Professional development
  - a. Dates and agendas
  - b. Create extra duty forms, sign in sheets
  - c. Ensure grant budget capacity
4. Check dates of bus drills and lock downs
5. Monitoring of State legislature and budget

#### *CFO/Business Manager*

1. Begin following fiscal year budget planning
2. Notice to all Directors and Principal of deadline for purchases at end of the 3<sup>rd</sup> quarter, get end of year submission requisitions (some grant exceptions)

3. Within 12 days of the 100<sup>th</sup> day TRANS 55-01 must be filed by Trans Director with ADE

#### *Personnel*

1. Start review of classified staff (Directors, Principal)
2. Reminder of deadline for second evaluation for non-renewal
3. Principal contract renewal, place on February Board agenda
4. Meet with any EEs that are retiring to discuss ASRS, Cobra, etc.

#### *State/Federal Programming*

#### *Governing Board*

1. Surplus list approval
2. Revise facility use and activity fees for upcoming year

### **MARCH**

#### *Instructional*

1. SAI Spring Survey – get token and send out
2. Start planning for Kindergarten Roundup
3. Ensure all IEPs and re-evaluations have been conducted or are scheduled
4. Plan summer school programming
5. Draft school/district marketing plan for upcoming year
6. Ensure all testing materials and forms needed for District Coordinator are in to ADE, Student data is uploaded correctly
7. Monitoring of State legislature and budget

#### *CFO/Business Manager*

1. Readjust lighting for summer hours
2. Check with Transportation Director on tank refills
3. Review MOU with Head Start for next year
4. Alert directors and school and grants personnel of deadline for all requisitions before the end of March
5. Review and make itemized listing of safe contents
6. Run an encumbrance check on the utilities (electricity 6622, gas 6621, water 6411) and ensure encumbrances are adjusted as needed moving toward the end of the year

#### *Personnel*

1. Review improvement plans and issue 2<sup>nd</sup> notice of inadequate performance if needed, alert Board
2. Update compensation schedules, job descriptions for Board approval
3. Create and distribute summer 4-10 schedule
4. Update EE workbook for creation database for contract creation, ready contracts and accompanying forms and paperwork for distribution by April 15 (certified)
5. Spring Break department work plans from heads of each department

#### *State/Federal Programming*

1. IDEA grants budget amendments due April 1
2. Review all grants for expenditures, create JEs as needed in preparation of end of purchasing cycle
3. April 1 deadline to submit amendments for all grants ending June 30
4. Affirmation of Consultation with private schools due to ALEAT
5. SEI state grant Part III – budget due to ADE

#### *Governing Board*

1. Certified, sub and extra duty approval of contracts

### **APRIL**

#### *Instructional*

1. Prop 301 plan for next school year creation with S&B, staff vote and sign-off at a faculty meeting
2. Plan end of year staff celebration for retirees/recognitions
3. Notification of teachers that are moving grade levels/ rooms for the following year
4. Begin CIP changes for next year
5. Develop district PD plan for upcoming year
6. Monitoring of state legislature and budget
7. Ensure all IEPs and Child Studies are completed by April 15 cut off

#### *CFO/Business Manager*

1. Verify tuitioned students and project same for next year
2. Begin May revision prep
3. By May 1 provide final tuition charge
4. Complete summer maintenance/remodeling plans, establish timelines for completion
5. Roll over of Visions through County Data Services, start following FY budg prep

### *Personnel*

1. Prepare contract appointments and distribute, Notices to all staff
2. Extra duty compensation approval to payroll
3. By April 15 must notify admin and school psychs of non-renewal
4. Certified and Classified Annual evaluations should be turned in and reviewed, placed in HR files

### *State/Federal Programming*

1. Submit Annual Statement of Assurances for federal and state grants
2. Verify DUNS number and G5/SAM registration for current status. Update as needed.
3. Teaching strategies Spring GOLD data due May 3
4. ALL program participation data entered into SAIS by April 1
5. Title VII (Part II) due this month – get Parent Committee approval of programming and state assessment data for the application

### *Governing Board*

## **MAY**

### *Instructional*

1. Send out Open Enrollment packets to all students, due back by June 20 for Group “A”
2. Final retention letters – discuss with Principal, plan for those students for the following year
3. Plan 8<sup>th</sup> grade trip and promotion ceremony, Academic Banquet, JOM Banquet
4. Complete Principals evaluation
5. Teacher reminder for work order submissions for summer work
6. Establish black out dates and notify staff
7. Conduct 360° review of superintendent’s performance with staff and community
8. Review mentor/new teacher program for upcoming year
9. End of year Retiree recognition ceremony

### *CFO/Business Manager*

1. May revision due on Board agenda by May 15, uploaded to ADE and County by May 18

2. General Statement of Assurance due May 17 to ADE
3. Run an encumbrance check on the utilities (electricity 6622, gas 6621, water 6411) and ensure encumbrances are adjusted as needed moving toward the end of the year. Calc drivers as they are not encumbered.

#### *Personnel*

1. Process contract appointments, burst packets and file or distribute as needed
  - a. Contract original to HR file
  - b. Copy of contract, withholding forms, extra duty contract copies, cover sheet copies to BSII
  - c. Insurance info to BSI
2. Calculate and discuss use-or-lose leave with Directors
3. Security home use agreement updated for the upcoming fiscal year – Policy GCBDA (May Agenda for approval by May 30)
4. Conduct Open Enrollment for ALL EEs, copies of forms to payroll for set-up of following year. Ensure group insurance workbooks are established for Business Services I.
5. Collect data on number of teachers in each summary category for HQT submission in the upcoming year.
6. Set up for any end of year Summer PD for teachers, ensure grant funding is in place, create work records for payroll

#### *State/Federal Programming*

1. By June 1 file actual amount of Impact Aide funds received during the current year
2. Semi Annual T&E for spring semester, amend grants or payroll if needed
3. Create summer work time sheets for summer programming, get to supervisors and to Payroll for set up. Ensure teacher and classified names go to payroll for set up.

#### *Governing Board*

1. Recognize volunteers and PTO at regular Board meeting

### **JUNE**

#### *Instructional*

1. Follow up on Open Enrollment with letters or acceptance/rejection
2. Establish summer work schedule for custodial and maintenance staff
3. Send out end-of-year staff letter of thanks from Superintendent
4. Review state assessment data and revise CIP
5. Send letters concerning destruction of Sped records

6. Teaching strategies GOLD Part B due June 30

*CFO/Business Manager*

1. Prep proposed budget for next fiscal year, present to Board by June 20. Ensure Proposed budget summary is published at least ten days before June meeting (affidavit), post link on website (screenshot).
2. By June 30 prepare listing of all levy fund liabilities that will not be paid by June 30 (Advice of Encumbrance), file with County by July 18
3. LEA Calendar for upcoming school year on Common Logon
4. By June 30 monies in petty cash account should be returned to M&O as applicable
5. By June 30 monies in Student Activities fund must be returned to the credit of the District and the account re-established
6. By June 30 Auxiliary Operations bank accounts must be returned to Aux Ops fund and the accounts re-established
7. Replenish M&O fund revolving account to ensure expenditures are recorded in the correct fiscal year
8. Interest earned on bank accounts must be remitted to the county treasurer for deposit into M&O (State income tax withholding acct, EE Insurance programs account, Payroll direct deposit clearing account, electronic payments clearing account)
9. Close FY purchasing, payables, payroll, and general ledger. Contact Pinal County to roll over the fiscal year.
10. By June 30 get accurate inventory lists from Maintenance, transportation and school. Total value should be included along with item cost and reference to PO.
11. Check for completion of GFA/Stewardship and disposal status by end of month

*Personnel*

1. Update school and district contact info on common logon
2. File all upcoming year HR paperwork in EE files

*State/Federal Programming*

1. IDEA Basic allocations posted June 30
2. Submit annual ELL report to ADE (ELL Coordinator)
3. Reconcile monthly time and effort and prepare adjusting JE back-up
4. Review and update supplement, not supplant, policy and procedures
5. Close out Current Year CIP and open next year's CIP in the ALEAT system, revise goals and action steps as needed

*Governing Board*

1. Establish Superintendent's Goals for the new year, present to the Governing Board
2. Letters of Thanks to the Board for a good year
3. Ask Governing Board President for letter of recommendation for the Superintendent's placement file
- 4.

### **PERIODIC TASKS**

1. Every two years take a physical inventory of furniture, equipment, and vehicles purchased in whole or part with federal monies cost \$5000 or more and reconcile inventory results to the capital assets and stewardship lists
2. Every two years take a physical inventory of furniture, equipment, and vehicles and reconcile GFA and Stewardship