

Superintendents' Calendar

Due Date	Item	Responsible Parties	Submit To and/or Location
Report	Employee Injury Report	Administration	Human Resources Department
Report	Equipment Loss/Theft	Administration	Ex. Director of Business Services
Report	Mandatory Reporting of Suspected Child Abuse to Peace	Administration	
Report	Transfer/Disposal of Fixed Assets	Business Office	
Report Within	Student Injury Report (Within 8 Hours of Discovery)	Administration	Business Office
Continuous	All Original HQ Documentation Remains at School Site in	Administration	
Continuous	Board Adoption of Supplementary Materials	Administration	
Continuous	E-Verify New Hire Within 3 Days of Start Date	HR Coordinator	
Continuous	Referral, Suspension & AZ Safe Data Entered into	Administration - All Schools	
Continuous	Update New Hires into HQT Input System	HR Coordinator	
Continuous	WHS ACT/SAT Score Results	Ex. Director of Educational Services	
Prior to	Submit Overtime Request to Payroll Department	Staff Submits to Supervisors	Payroll Department
TBD	Extra Duty Payroll and Schedule Approved - Date	Ex. Director of Business Services	
TBD	Staffing/Budget Recommendations - Date Depending on	Ex. Director of Business Services	
2 Week	Requisition Student Activity	Administration/Sponsors	Business Office
Yearly	Fire Drill Compliance Form	Director of Maintenance & Operations	
Twice Yearly	Annual Audit	Ex. Director of Business Services	
Twice Yearly	Lock-Down Drills	Administration - All Schools	
3 Times Yearly	Certified Salary/Professional Growth Committee -	Ex. Director of Business Services	
Quarterly	Quarterly 941 Report Due	Ex. Director of Business Services	
Monthly	Contact Board President for Meeting Agenda Items	Superintendent	
Monthly	Financial Projection Meeting - 4th Thursday	Superintendent Secretary Sends	Ex. Director of Business Services
Monthly	Regular Governing Board Meeting - 2nd Thursday of the	Superintendent/Board Secretary	
Monthly	U.S. Department of Labor Statistics Report on Current	Payroll Manager	
Monthly	Fire Drill	Administration - All Schools	
Quarterly	Staff Newsletter Distribution	Superintendent/Board Secretary	Staff
Monthly	K-12 Principal / Superintendent Meeting	Superintendent Secretary Sends	Superintendent
Twice Monthly	K-8 Administrative Council Meeting	Ex. Director of Educational Services	
Twice Monthly	9-12 Administrative Council Meetings	Superintendent	9-12 Administration
Weekly	Business Office Meeting	Ex. Director of Business Services	
Weekly	Cabinet Meeting - Every Tuesday	Superintendent Secretary Sends	Cabinet
Weekly	HR/PR Meeting	Ex. Director of Business Services	
Weekly	Transportation Meeting (Tuesday Following Cabinet)	Ex. Director of Business Services	
Within 1 Week	Travel Reimbursement Claims	Staff Submit to Administration	Business Office
Within 72	Written Report of Suspected Child Abuse to Peace Officer	Administration - All Schools	Superintendent/District Office
Within 30 Days	Parental Notification and Consent Forms-- New ELL	Director of Special Services	

Within 10 Days	Ensure Workers Compensation Report Submitted to	Payroll Manager	
Within 5 Days	Notify Board of Preliminary Notice of Inadequacy of	Superintendent	
July	Publish Budget on Website	Ex. Director of Business Services	
July	Order AZELLA Materials	Director of Special Services	
July	SFB Capital Plan Due to SFB (Must Have Prior Board	Ex. Director of Business Services	
July	Public Hearing Notification for Expenditure Budget must	Ex. Director of Business Services	
July	Collect PAR's for Board Meeting- Fall Sports	HR Coordinator	
July	Information Systems - Check Bell & Intercom Systems;	Director of Informational Technology	
July	Information Systems - New Employees (Reset Desk	Director of Informational Technology	
July	Input District Calendar for New School Year in ADE	Superintendent/Board Secretary	
July	Prep for Beginning of the Year Benchmarks	Ex. Director of Educational Services	
July	Prepare PAR's for Substitutes, New Hires & Extra Duty	HR Coordinator	
July	Send Approved Lunch Prices to Principals	Superintendent/Board Secretary	
July	Independence Day Observed - All Offices Closed	District Wide	
July	Mail Free and Reduced Lunch Letters to Parents	Business Office	
July	Telephonic Board Meeting	Superintendent	
July	Board Approval of Hearing Officer – Submit PAR	Superintendent/Board Secretary	
July	Back to School Letters - New Teachers/Returning	Superintendent	
July	Budget Adoption (Deadline-July 15)	Ex. Director of Business Services	
July	Create New Teacher Induction Schedule for 2018/2019	Ex. Director of Educational Services	
July	Invite School Board To New Teacher Lunch And Opening	Superintendent/Board Secretary	
July	Quarterly Financial Transparency Reporting Due End of	Ex. Director of Business Services	
July	Reserve Wellik Room & Technical Location for New	Ex. Director of Educational Services	
July	Update WUSD Quick Facts Budget Items	Superintendent/Board Secretary	
July	Board Adopted Budget Due Date - Be sure to post of a	Ex. Director of Business Services	
July	Encumbrance Report Due	Ex. Director of Business Services	
July	Administrative Retreat	Superintendent	
July	IT - Provide Updated Spec Document for Chromebooks	Director of Informational Services	
July	Schedule Cabinet Meetings	Superintendent	Cabinet
July	Schedule K-12 Administrative Council Meetings	Superintendent	K-12 Administration
July	Schedule K-8 Administrative Council Meetings	Ex. Director of Educational Services	K-8 Principals
July	Back To School Articles - Submit to Superintendent	Principals	Superintendent
July	Title III Private School Services (For Prior School Year) -	Ex. Director of Educational Services	
July	New Teachers Report - NTI Training		
July	WHS - Freshman Orientation	WHS Principal/Counselors	
July	WHS - Registration for Grades 10, 11 & 12	WHS Principal/Counselors	
July	Back to School Articles to Wickenburg Sun	Superintendent	
July	Governing Board Luncheon with New Teachers	Ex. Director of Educational Services	
July	Provide Data from Synergy to Galileo to Load	Ex. Director of Educational Services	
July	Update AzMERIT in Synergy	Ex. Director of Educational Services	

July	Post for Homebound Teachers	Director of Special Services	
July	HES - Kindergarten Roundup	HES Principal	
July	Update Superintendent's Information Book	Superintendent/Board Secretary	
August	Allocate Final Indirect Costs to Grant / Review Prior to	Ex. Director of Business Services	
August	Begin Completion Reports	Ex. Director of Business Services	
August	Emergency/Crisis Management Plan Updates	Principals (All School Sites)	Superintendent
August	Obtain Copies of Fingerprint Cards for all Food Service	Human Resource Department	
August	Schedules for all Hourly Employees Submitted to Payroll	Supervisors	Payroll Manager
August	SFB Capital Plan Prepared for Board Approval at August	Ex. Director of Business Services	
August	Schedule Follow-Up Evaluation for Principals	Superintendent/Board Secretary	
August	Update and Send Out Emergency Contacts to Wickenburg	Superintendent/Board Secretary	Police Departments
August	Beginning of the Year Staff Breakfast -	Superintendent/Board Secretary	
August	Affidavit of Publication (Proposed Budget) - Due ADE By	Ex. Director of Business Services	
August	Returning Teachers Begin		
August	Update User Access in ADE Connect and GME	Ex. Director of Educational Services	
August	In-service for all school based staff on confidentiality and	Director of Special Services	
August	SPED Teacher Training	Director of Special Services	
August	FF - Meet the Teacher Night @ 4:30 pm	Principal	
August	Volunteer sign-up - FF Open House (4:30 - 6:00 PM)	Communications and Grants Specialist	
August	HES - Open House @ 3:00 pm	Principal	
August	Volunteer sign-up - HES Open House (3 pm - 6 pm)	Communications and Grants Specialist	
August	VP - Back to School Night	Principal	
August	First Day of School		
August	Seat Count Data Collected	Principals - All Schools	
August	Begin AZELLAs for new PHLOTE Students	Ex. Director of Educational Services	
August	CBM Screeners 1-8 (8/10 - 8/14)	Ex. Director of Educational Services	
August	STEEP - Beginning of the Year - K-8 (08/11 - 08/16)	Ex. Director of Educational Services	
August	DIBELS Testing K-5 (8/10 - 8/14 Window)	Ex. Director of Educational Services	
August	Pretest K-8	Ex. Director of Educational Services	
August	Board Meeting	Superintendent/Board Secretary	
August	Board Approval of Qualified Evaluators	Superintendent/Board Secretary	
August	SFB Capital Plan - Board Approval	Ex. Director of Business Services	
August	Seat Count Report Due to Superintendent	Principals - All Schools	
August	Bus Route Student Lists for Emergencies	School Site - All	
August	Begin McKinney-Vento (MV) process	Ex. Director of Educational Services	
August	Schedule Crossing Guard Training	Superintendent/Board Secretary	
August	Parental Notification and Consent Forms-- Returning EL	Ex. Director of Educational Services	
August	Galileo Benchmark Assessments Pre-Test - K-8	Ex. Director of Educational Services	
August	Update User Access in Galileo, AzMERIT, AIMS Science	Ex. Director of Educational Services	
August	Districts begin submitting amendments based on State	Ex. Director of Business Services	

August	Seat Count Data Collected	Principals - All Schools	Superintendent
August	WHS Open House	Principal	
August	Districts Receive Final State Funding Notification for	Ex. Director of Business Services	
August	Update ELL Cum Folders & PHLOTE	Ex. Director of Educational Services	
August	Seat Count Report Due to Superintendent	Principals - All Schools	Superintendent
August	Seat Count Data Collected	Principals - All Schools	Superintendent
August	ADM Report Due (Day 11)	Director of Informational Technology	Superintendent
August	Schedule Child Find - All Schools	Director of Special Services	
August	Seat Count Report Due to Superintendent	Principals - All Schools	Superintendent
August	Phase I Evaluations Due to Superintendent	Ex. Director of Business Services	Superintendent
August	PARS Due - Winter Sports from Athletic Directors	AD Directors	Human Resource Department
August	Apply for all Federal Grants	Ex. Director of Educational Services	
August	Enter EL Program Participation for Returning EL	Ex. Director of Educational Services	
August	Identify HS students for FALL AzMERIT testing	Ex. Director of Educational Services	
August	Parent Compacts Signed and Filed (Title I Requirement)	Principals - All Schools	Ex. Director of Educational Services
August	JE Taylor Grazing Funds	Ex. Director of Business Services	
August	Submit 8038CP Form to IRS	Ex. Director of Business Services	
August	SFB Report Due - Square Footage Changes, Relocation,	Ex. Director of Business Services	
August	Schedule Bus Evacuation Drills	Director of Transportation	
August	Yearbook Contracts Placed on the September Board	FF, HES, VP & WHS Principals	Superintendent/Board Secretary
August	Gifted Roster Due to Business Office for Annual Financial	Ex. Director of Educational Services	
August	Send out Notification Letter and NSLP Form to Parents of Children for Free & Reduced Lunch Who Qualified the Previous Year (Temporary Year End Status Letter)	Ex. Director of Business Services	
September	Labor Day - No School - All Offices Closed		
September	Pretest Reports Due	Ex. Director of Educational Services	
September	1st Quarterly Tuition Billing	Ex. Director of Business Services	
September	ADM Report Due (Day 20)	Director of Informational Services	Superintendent
September	AZ Dept. of Revenue - Lease Purchase 3rd Party	Ex. Director of Business Services	
September	CPS and McKinney Vento Training	School Site - WHS	
September	Playground Safety Inspection Form	Director of Maintenance & Operations	
September	Pre-Test Reports Due (Galileo and STEEP)	Ex. Director of Educational Services	
September	Send 4-Week Letters – Copy to HR	Ex. Director of Educational Services	
September	STEEP Reports Due	Ex. Director of Educational Services	
September	Submit SIP Plans for Board Study Session	Principals - All Schools	Superintendent
September	Galileo/STEEP Test District Analysis	Ex. Director of Educational Services	
September	Board Study Session	Superintendent	
September	Board Meeting	Superintendent	
September	Schedule District Holiday Party	Communications & Grants Specialist	Director of Maintenance & Operations

September	ADM Mini-Audit	Director of Informational Technology	
September			
September	Accommodations for Free & Reduced Lunch Eligibility -	Ex. Director of Business Services	
September	Benchmark Assessments #1 - Grades 9-12	Ex. Director of Educational Services	
September	SEI AVG Class- Size Report	Ex. Director of Educational Services	
September	Completion Reports Due (Grants)	Ex. Director of Business Services	
October	WHS Homecoming Week Begins	WHS	
October	Free & Reduced Lunch Numbers as of October 1	Ex. Director of Business Services	Ex. Director of Educational Services
October	Fixed Assets Reports Due	Ex. Director of Business Services	
October	40th Day		
October	All FY 2019 Perkins Secondary Basic Grants and Priority	CTE Director	
October	All FY 2019 Program of Study Consortia Grants will have	CTE Director	
October	Begin 301 Performance Pay Process	Ex. Director of Business Services	
October	ECQUIP Quality Enhancement Plan	Ex. Director of Educational Services	
October	Free & Reduced Lunch Verification	Ex. Director of Business Services	
October	Non-continuing Teacher Evaluation #1 - Completed Early	Principals - All Schools	Human Resource Department
October	Online Performance Measures System open for Graduate	CTE Director	
October	Private School Consultation Attestations Due	Ex. Director of Educational Services	
October	Schedule McKinney-Vento Homeless Presentation	Ex. Director of Educational Services	
October	SFB Preventative Maintenance Program Prepared for	Ex. Director of Business Services	
October	Start Comparability Report	Ex. Director of Educational Services	
October	Title I - Integrated Action Plan and School Plans for FF,	Ex. Director of Educational Services	
October	ADM Report Due (Day 40)	Director of Informational Technology	Superintendent
October	WHS - Bus Evacuation Drill	Director of Transportation	
October	Bus Evacuation Drills - Vulture Peak	Director of Transportation	
October	Bus Evacuation Drills - Hassayampa & Festival	Director of Transportation	
October	Board Study Session	Superintendent	
October	Board Meeting Principal Board Reports - WHS & WVA Annual Financial Report Approval AzMERIT Presentation	Superintendent/Board Secretary Principals - WHS & WVA Ex. Director of Business Services Ex. Director of Educational Services Governing Board	
October	End of First Quarter		
October	SDER Report to the State	HR Coordinator	
October	Fall Break - No School (10/15 - 10/19)		
October	Mail Stewardship Reports	Communications/Grants Specialist	
October	Annual Financial Report (AFR) Due to ADE	Ex. Director of Business Services	
October	Cohort Survival Enrollment Report through FY 2019	Director of Informational Technology	
October	Quarterly Financial Transparency Reporting Due End of	Ex. Director of Business Services	
October	Parent Involvement Policy Updated and Posted	Ex. Director of Educational Services	
October	SFB Building Inventory Report	Director of Maintenance & Operations	SFB

October	SFB Building Renewal Plan	Director of Maintenance & Operations	SFB
October	SFB Energy & Water Savings Account Report Due	Director of Maintenance & Operations	SFB
October	SFB Guaranteed Energy Savings Contract Report Due	Director of Maintenance & Operations	SFB
October	SFB New School Facilities Fund Expenditures Due	Director of Maintenance & Operations	SFB
October	SFB New Square Footage Report Due	Director of Maintenance & Operations	SFB
October	SFB Renewal Expenditures Report Due	Director of Maintenance & Operations	SFB
October	SFB Square Footage Relocation Report Due	Director of Maintenance & Operations	SFB
October	Fall Parent Surveys Sent Out via Survey Monkey to All	Superintendent/Board Secretary	
October	Update User Access in ADE Connect and GME	Ex. Director of Educational Services	
October	Parent/Teacher Conferences (10/22 - 26)	Festival Foothills Elementary School	
October	Red Ribbon Week (10/22 - 26)	Ex. Director of Educational Services	
October	ILLPs due to Student Services Office	Ex. Director of Educational Services	
October	ADM Mini-Audit (Mock Audit with Attendance Clerks)	Director of Informational Technology	
October	WHS - Math Benchmark 1 - Grades 9 through 11 (10/26)	Ex. Director of Educational Services	
October	National Character Counts Week (10/29 - 11/02)	Counselors	
October	Fiscal year 2009-2018 Proposition 301 plan & Summary	Ex. Director of Business Services	
October	Certified Salary/Professional Growth Committee - (4th	Ex. Director of Business Services	
October	Parent/Teacher Conferences (10/31 - 11/1)	Hassayampa Elementary School	
October	Galileo Report Due	Ex. Director of Educational Services	
November	Prepare and Submit Tax Credit Eligibility Renewal Forms	Administration / Sponsors	Superintendent/Board Secretary
November	Certified Salary/Professional Growth Committee - Send	Ex. Director of Business Services	Certified Salary Committee Members
November	SFB Preventative Maintenance Program Report Due to	Director of Maintenance & Operations	
November	WHS - AzMERIT – Writing, Reading, Math	Ex. Director of Educational Services	
November	HQT Data Input – Review and Submit	Principals - All Schools	Human Resource Department
November	Non-continuing Teacher Evaluation #2 - Completed Early	Principals - All Schools	Human Resource Department
November	Provide Board with Superintendent Evaluation Instrument	Superintendent/Board Secretary	Governing Board
November	Schedule Board Executive Session for Superintendent	Superintendent/Board Secretary	
November	Tax Credit Forms - Mail Forms and Place Information in	Ex. Director of Business Services	
November	Certified Salary/Professional Growth Committee Members	Certified Salary Committee Members	Superintendent/Board Secretary
November	301 Plan Completed and Ready for Board Review	Superintendent/Board Secretary	
November	Galileo Test District Analysis	Ex. Director of Educational Services	
November	ADM Report Due (Day 60)	Director of Informational Technology	Superintendent
November	301 Plan Submitted to Board for Approval	Superintendent	
November	Board Study Session	Superintendent	
November	Board Meeting	Superintendent	
November	Veterans' Day Observed - No School - All Offices Closed		
November	American Education Week (11/13 – 11/17)		
November	40 th Day Course Enrollment Report Due	CTE Director	
November	AzMERIT Writing Due	Ex. Director of Educational Services	WHS
November	Thanksgiving Break - No School - All Offices Closed		

November	ADM Mini-Audit	Director of Informational Technology	
November	Title I Comparability Report – Due in ALEAT	Ex. Director of Educational Services	
December	Time and Effort Forms	Ex. Director of Educational Services	
December	301 Payment to Teachers and Counselors	Payroll Manager	
December	Cycle Monitoring Documents Due	Ex. Director of Educational Services	
December	PARs for all Spring Sports Submitted	Athletic Directors	Human Resource Department
December	DIBELS Mid-Year Benchmark	HES	
December	2nd Quarterly Tuition Billing	Ex. Director of Business Services	
December	District Holiday Party	HR Coordinator	
December	ADM Report Due (Day 80)	Director of Informational Technology	Superintendent
December	Benchmark Assessment #2 Week (K-12) (12/11 - 15)	Ex. Director of Educational Services	
December	Revised Budget Presented for Board Approval	Ex. Director of Business Services	
December	Board Meeting	Superintendent	
December	ADM Mini-Audit	Director of Informational Technology	
December	Check Number of Workers – Substitutes – ASRS 20/20	HR Coordinator	
December	Update new Tax Forms – Federal & State	Payroll Manager	
December	Phase II Evaluations Due to Superintendent	Ex. Director of Business Services	Superintendent
December	Identify High School students for Spring AzMERIT	Ex. Director of Educational Services	
December	SEI Budget Request	Ex. Director of Educational Services	
December	STEEP - Mid Year - K-8 (12/8-12/12)	Ex. Director of Educational Services	
December	Identify Students for Alternative Testing Deadline	Director of Special Services	
December	2nd Quarter/1st Semester Ends		
December	Christmas Day - All Offices Closed		
December	Christmas Break (12/24 - 01/04)		
December	Complete Student Graduate Placement Surveys (students	Director of CTE	
January	New Year's Day - All Offices Closed		
January	Online System opens for input of	Director of Informational Technology	
January	Update Department of Education (Maricopa) & ASBA on	Superintendent/Board Secretary	
January	ELL Cum Files Updated - PHLOTE to SS Office	Ex. Director of Educational Services	
January	ILLPs due to EL Coordinator	Ex. Director of Educational Services	
January	Parking Lot Agreement - Town and Museum - Get Rider	Superintendent/Board Secretary	
January	Update User Access in ADE Connect and GME	Ex. Director of Educational Services	
January	School Resumes		
January	Reminder of Support Staff Evaluation Paperwork Must be Completed and is Due to HR by 4/15 - Policy GDO-R	Administration/Department Heads	HR Department
January	2019 Summer School Program Planning Meeting	Ex. Director of Educational Services	
January	Staffing and Sectioning - Begin Process	Ex. Director of Educational Services	
January	Board Organizational Meeting	Superintendent	
January	40 th Day Course Enrollment Signed Verification Reports	Director of Informational Technology	

January	Update User Access in Galileo, AzMERIT, AIMS Science	Ex. Director of Educational Services	
January	Reminder: Teacher Evaluation System Status Statement of	Superintendent/Board Secretary	ADE (Submit through ALEAT)
January	AzMERIT Preparation - Attend Coordinator Training &	Ex. Director of Educational Services	
January	Information Systems - Store Grades for All Sites	Director of Informational Technology	
January	Galileo Report Due	Ex. Director of Educational Services	
January	Non-continuing Teacher Evaluations Due	Principals - All Schools	
January	Notice of Inadequacy Letters to Deficient Teachers	Principals - All Schools	
January	Quarterly 941 Report Due End of Month	Ex. Director of Business Services	
January	Quarterly Financial Transparency Report Due End of	Ex. Director of Business Services	
January	STEEP Reports Due	Ex. Director of Educational Services	
January	Submit Signed Authorization Form for Signing of	Superintendent/Board Secretary	
January	100th Day		
January	MLK Day - No School - All Offices Closed		
January	ADM Report Due (Day 100)	Director of Informational Technology	Superintendent
January	AZELLA Profile Form in ELL folder	Ex. Director of Educational Services	
January	Galileo/STEEP Test - District Analysis	Ex. Director of Educational Services	
January	Staffing and Sectioning - Complete Process (Starts	Ex. Director of Educational Services	
January	FF Parent/Teacher Conferences (1/25 - 26)	Administration	
January	Certified Salary/Professional Growth Committee Meeting -	Ex. Director of Business Services	
January	ELL Cum files updated - PHLOTE	Ex. Director of Educational Services	
January	ASBA BOLTS Training for Board Members and Board	Superintendent/Board Secretary	
January	Deadline to Distribute 1099 Forms to Vendors	Ex. Director of Business Services	
January	Deadline to Distribute W2 Forms to Staff	Payroll Manager	
January	Deadline to Supply Staff 1095-B1 and 1095-C Forms	HR Coordinator	
February	Draft of District Calendar Given to Payroll for	Superintendent/Board Secretary	Payroll Manager
February	Free and Reduced Lunch Report Due	Ex. Director of Business Services	
February	Reminder of Support Staff Evaluation Paperwork Must be	Administration/Department Heads	HR Department
February	Teacher Evaluation System Status Statement of Assurance	Superintendent/Board Secretary	ADE (Submit through ALEAT)
February	AZELLA Tested Students	Ex. Director of Educational Services	
February	Gold Rush Holiday - No School - All Offices Closed		
February	Non-resident student letters revised and sent to School	Superintendent/Board Secretary	
February	Board Meeting Principal Reports - HES	Superintendent Superintendent/Board Secretary Principals - HES	
February	Presidents' Day - No School - All Offices Closed		
February	Tuition Dinner/Show Planning - Contact Drama	Superintendent/Board Secretary	
February	Galileo - Benchmark 3 - K-8 (02/23-02/27)	Ex. Director of Educational Services	
February	Human Resources confer with legal counsel regarding	HR Coordinator/HR Consultant	Human Resource Department
February	Tax Credit Donation Report to the IRS Due	Ex. Director of Business Services	
March	Submit 8038CP Form to IRS	Ex. Director of Business Services	

March	3rd Quarterly Tuition Billing	Ex. Director of Business Services	
March	Reminder - Due Friday Prior to Spring Break - Grants	Grant Managers	Ex. Director of Business Services
March	Reminder of Support Staff Evaluation Paperwork Must be	Administration/Department Heads	HR Department
March	WHS - Submit Student Handbook for Board Approval at	Administration	Superintendent/Board Secretary
March	Start School Safety Program Grant – Continuation	Ex. Director of Educational Services	
March	Coordinate Health Insurance Open Enrollment and	HR Coordinator	
March	Health Insurance Rates	Ex. Director of Business Services	
March	Draft of District Calendar and Payroll Calendars	Superintendent	
March	ECAP due to ALEAT	Ex. Director of Educational Services	
March	WHS - Parent Engagement Night – ELA focus	Director of Special Services	
March	Final draft District Calendar out to staff for review	Superintendent/Board Secretary	
March	Board Meeting	Superintendent	
March	WHS - Bus Evacuation Drills	Director of Transportation/Principals	Wickenburg High School
March	Teacher contracts delivered (due back within 15 days) –	Teachers	Human Resource Department
March	Bus Evacuation Drills - FF, HES, VP	Director of Transportation	
March	3rd Quarter Ends		
March	Spring Break (03/12 - 03/16)	District Wide	
March	100th Day Course Enrollment Report Due (CTE Report)	Director of Informational Technology	
March	Update User Access in ADE Connect and GME	Ex. Director of Educational Services	
March	3 rd Quarter ILLPs due	Ex. Director of Educational Services	
March	AZELLA Monitored Students - RFEPs	Ex. Director of Educational Services	
March	Review SAIS Data for AzMERIT Before Testing	Principals - All Schools	
March	Executive Data Summary	Ex. Director of Educational Services	
March	Spring Parent Surveys Sent Out via Survey Monkey to All	Superintendent/Board Secretary	
March	Galileo Report Due	Ex. Director of Educational Services	
March	Non-continuing Teacher Evaluations due	Principals - All Schools	
March	AIMS Science Testing (3-26 - 4/21 Window)	Ex. Director of Educational Services	
March	IRS ACA Filing Deadline for Electronic Filers	Payroll Manager	
March	Mid-year Narrative Reports due for Federal Perkins Grant	CTE Director	
April	Renewal of Certificate for Email Services Due	Director of Informational Technology	
April	Private School Consultation	Ex. Director of Educational Services	
April	Grants Management Self Assessment Due	Ex. Director of Educational Services	
April	3rd Grade - High School - AzMERIT Testing	Ex. Director of Educational Services	
April	Stewardship Report	Superintendent/Board Secretary	
April	Board Approval of Breakfast and Lunch Prices	Superintendent/Board Secretary	
April	Reminder of Support Staff Evaluation Paperwork Must be Completed and is Due to HR by 4/15 - Policy GDO-R	Administration/Department Heads	HR Department
April	Final Quarterly Tuition Billing	Ex. Director of Business Services	Business Office
April	Galileo Test District Analysis	Ex. Director of Educational Services	

April	Grants Management Statement of Assurance Due to ADE	Superintendent/Board Secretary	Business Manager
April	Non-continuing Teacher Notification of Non-renew	HR Department	
April	Send Years of Service and Retiring Personnel Lists to	Payroll Manager	Superintendent's Secretary
April	Summer Programs - Develop a preliminary list of	Ex. Director of Educational Services	
April	Summer Programs - Principals, directors & sponsors	Ex. Director of Educational Services	
April	WHS Schedule Completed	Director of Informational Technology	
April	FF Kindergarten Roundup	School Site - FF	
April	Deadline for Out of State Purchase Orders	Principals/Department Heads	Business Department
April	Proposed District Calendar to Board for Approval	Superintendent	
April	Board Meeting	Superintendent/Board Secretary	Superintendent/Board Secretary
April	ADE AOI Report for the Online School	Director of Informational Technology	
April	AzMERIT Writing Due	Ex. Director of Educational Services	
April	Support Staff Evaluation Paperwork due to Human	Administration/Department Heads	HR Department
April	Submit School Safety Program Application	Ex. Director of Educational Services	
April	ADE provides notification of FY 2019 Perkins Secondary	CTE Director	
April	Customer Service Surveys via Survey Monkey Available	Superintendent/Board Secretary	
April	GME Online Perkins Secondary Basic Grant Application	CTE Director	
April	Identify Summer School Students	Ex. Director of Educational Services	
April	Quarterly Financial Transparency Reporting Due End of	Ex. Director of Business Services	
April	Summer School Planning	Ex. Director of Educational Services	
April	Good Friday - All Schools Closed - All Offices Closed		
April	FF Art Show	Festival Foothills Elementary School	
April	Customer Service Surveys for Schools & Departments	Superintendent/Board Secretary	
April	Deadline for In State Purchases Orders	Principals/Department Heads	Business Department
April	HES Kindergarten Roundup	School Site - HES	
April	HES Kindergarten Roundup	School Site - HES	
April	Certified Salary/Professional Growth Committee Meeting -	Ex. Director of Business Services	
April	Administrative Professional Day	Administration	
April	Open Enrollment – Insurance – Wickenburg	HR Coordinator	
April	Support Staff Appreciation Week (04/30 - 05/04)	Administration	
April	Tuition District Dinner - Depends on date of play	Superintendent/Board Secretary	
April	All In-State PO's Cut Off	Ex. Director of Business Services	
April	Order Years of Service Plaques and Retirement Plaques	Superintendent/Board Secretary	
May	Time and Effort Forms	Ex. Director of Educational Services	
May	Begin End of School Staff Breakfast Process	Superintendent/Board Secretary	
May	End of year events list to District Office	School Site - All	Superintendent's Secretary
May	FERPA Notice on student records privacy (Handbooks)	Principals - All	School Site - All
May	Finalize List of Students Attending Jump Start Program	Summer Program Coordinator	Ex. Director of Educational Services
May	List of Recommend Classified Staff to be on Board	Superintendent/Board Secretary	
May	Notice to Maintenance of ALL summer activities planned	Administration	Maintenance/Operations

May	Request Workmen's Compensation Credit Payout	Payroll Manager	
May	Summer Program - Coordinate with Transportation	Summer Program Coordinator	Ex. Director of Educational Services
May	Summer Program - Develop outline for summer food	Summer Program Coordinator	Ex. Director of Educational Services
May	Summer Program - Finalize enrollments, dates and times	Summer Program Coordinator	Ex. Director of Educational Services
May	Summer Program - Submit PAR's for Board approval for	Ex. Director of Educational Services	Human Resource Department
May	Summer School Planning Approved by Board [May Board	Summer Program Coordinator	Ex. Director of Educational Services
May	Meet with Secretary - End of Year Ceremonies Planning	Superintendent	
May	Post-Test - K-12 (5/4 - 5/8)	Ex. Director of Educational Services	
May	Open Enrollment – Insurance – Festival	HR Coordinator	Human Resource Department
May	Galileo Post Test (5/7 - 5/12 Window)	Ex. Director of Educational Services	
May	Certified Staff Appreciation Week (05/July - 05/11)	Administration	District Wide
May	End of Year STEEP - K-8 5 (5/4 - 5/8)	Ex. Director of Educational Services	
May	AZELLA results reported to parents	Ex. Director of Educational Services	Ex. Director of Educational Services
May	WICIP forms for students participating in Comp	Ex. Director of Educational Services	
May	Board Meeting & Study Session	Superintendent	
May	School Discipline Reports for Teacher Evaluation (2nd	Director of Informational Technology	Principals - Individual Sites
May	Attendance Rate Data for Teacher Evaluation	Director of Informational Technology	Principals - Individual Sites
May	FF; VP; WHS - 9th Grade Orientations	School Site - WHS	
May	Board Meeting	Superintendent/Board Secretary	
May	District Calendar - Submit to Board in May Meeting for	Superintendent/Board Secretary	
May	WHS - Sr. Awards Banquet	School Site - WHS	
May	Approved District Calendar distributed the week following	Superintendent/Board Secretary	
May	Notice of any Summer Transportation Needs Sent to	Administration	Transportation Department
May	ELL Teacher/Professional Development Questionnaire to	Ex. Director of Educational Services	
May	Final Revision of School Budget	Ex. Director of Business Services	
May	Support Staff Work Agreements Out	HR Coordinator	
May	WHS - Baccalaureate Ceremony	School Site - WHS	
May	EL Cum files updated	Ex. Director of Educational Services	
May	Grants Management Statement of Assurance Due to ADA	Superintendent/Board Secretary	
May	FF; HES; VP - 5th Grade Orientations	School Site - FF/HES/VP	
May	Begin Private School Consultation	Ex. Director of Educational Services	
May	Site Secretary Distributes Lists for Bus Stops to Students	Ex. Director of Educational Services	
May	Reclassification forms completed in ELL cum	Ex. Director of Educational Services	
May	Send Position Inventory to Administration to Confirm and	Ex. Director of Business Services	
May	FF - 8th Grade Promotion	School Site - FF	
May	VP - 8th Grade Promotion (Estimated Date)	School Site - VP	
May	4th Quarter/2nd Semester Ends		District Wide
May	Certified Evaluations Due at HR Office	Principals	Human Resource Specialist
May	AZELLA Profile Form In ELL folder	Director of Special Services	
May	Reclassification for ELL Students Completed and updated	Director of Special Services	

May	End of the Year Staff Breakfast -		
May	Last Teacher Day		District Wide
May	WHS - Graduation	School Site - WHS	
May	Memorial Day Observed - All Offices Closed		District Wide
May	Summer School Begins	Ex. Director of Educational Services	
May	Post-Test Reports Due	Ex. Director of Educational Services	
May	STEEP Reports Due	Ex. Director of Educational Services	
May	Executive Data Summary	Ex. Director of Educational Services	
May	Final Program data entry updates (EL; Gifted; Title; MV;	Ex. Director of Educational Services	
May	Override Deadlines for Filing	Ex. Director of Business Services	
May	Quarterly Bond Report	Superintendent	
May	Submit all NSLP Applications	Ex. Director of Business Services	
May	Master Schedules will be developed and due July 15	Middle School/High School Principals	
May	Prepare Notice of Public Hearing for Adjacent Ways (If	Ex. Director of Business Services	
May	Publish "Truth in Taxation Hearing-Notice of Increase" IF	Ex. Director of Business Services	
May	Charge Auxiliary Accounts and Grants for 4th Quarter	Ex. Director of Business Services	
May	All PO's to close	Ex. Director of Business Services	
May	Renewal of Church at Sun Valley Lease (every 3 years)	Ex. Director of Business Services	
May	Schedule Principal Evaluations to Take Place by Mid-June	Superintendent/Board Secretary	
May	Spring Payment of 301 Monies to Certified Staff and	Payroll Manager	
May	Submit Maricopa Community Colleges Agreement	Ex. Director of Business Services	Governing Board
May	Submit MacLennan Lease for Christian Academy to	Ex. Director of Business Services	Governing Board
May	Approval of Financial Resolutions - Prior to 6/30	Superintendent/Board Secretary	Governing Board
May	Arrange for New Teacher Lunch with SW Food Services	Superintendent/Board Secretary	
May	Arrange for Beginning of the Year Staff Breakfast with	Superintendent/Board Secretary	
May	Facility Requests for Beginning of School Activities	Superintendent/Board Secretary	
May	FF; HES; VP; WVA - Submit Student Handbooks for	Principals - FF/HES/VP/WVA	Superintendent/Board Secretary
June	State Test Reports Due	Ex. Director of Educational Services	
June	Galileo/STEEP Tests - District Analysis	Ex. Director of Educational Services	
June	Approve Signature Authorizations	Superintendent/Board Secretary	Governing Board
June	Phase III Evaluations Due to Superintendent	Ex. Director of Business Services	Superintendent
June	Set up Phase III Evaluation Meetings with Superintendent	Superintendent Secretary	Directors / Superintendent
June	Board Meeting	Superintendent/Board Secretary	
June	ADE closes the online system	Director of Informational Technology	
June	AOI Annual Report	Director of Informational Technology	
June	CTE Federal Grant Due	Director of Informational Technology	
June	CTE Priority Grant Due	Director of Informational Technology	
June	DEADLINE for FY 2019 Program of Study Consortia	Director of Informational Technology	
June	DEADLINE for FY 2019 Priority Grant Submittal	Director of Informational Technology	
June	DEADLINE for FY 2019 Secondary Basic Grant	Director of Informational Technology	

June	Proposed Budget Submitted to Board for Approval	Ex. Director of Business Services	
June	FY 2019 Placement Verification Reports Due	CTE Director	
June	Deadline for LEA's to submit Exemption Request	Director of Informational Technology	
June	District Wide - Non Grads, Retentions Moved	Director of Informational Technology	
June	Final changes/corrections to Course Enrollment and	Director of Informational Technology	
June	Inactive – RRR Employees	HR Coordinator	
June	Participant and Concentrators Verification Reports Due	Director of Informational Technology	
June	Staff - Information Systems - Synergy Data Cleanup	Director of Informational Technology	
June	Title 1 Status Report	Ex. Director of Educational Services	
June	West MEC - TQI Self Evaluations	Director of Informational Technology	
June	Southwest Foods Contract Due	Ex. Director of Business Services	
June	Letter of Engagement - Auditors - Presented to Board for	Ex. Director of Business Services	
June	CTE sends (email) FY 2019 Preliminary State Funding	Director of Informational Technology	
June	Submit Extra Duty PAR's for Board Approval	HR Coordinator	Superintendent/Board Secretary
June	Final DEADLINE for Fiscal amendments for all FY 2019	Director of Informational Technology	
June	Information Systems - Complete all Renewals	Director of Informational Technology	
June	Information Systems - Synergy Data Roll	Director of Informational Technology	
June	Information Systems - State Data Completion (SAIS,	Director of Informational Technology	
June	Send out letter of Interest to Substitutes	HR Coordinator	


