

**Administrative Deadlines & Reminders
2023-2024**

Month	Date	Responsibility	Department	Completed
June	2	All trustland funds expended. Remaining funds for carryover available for next years plan.	School	x
June	9	Deadline for employees to enroll in benefits	H.R.	x
July	1	Trustland funds available for expenditure based on estimated budget	School	x
July	30	Elementary Enrollments Due	Director	x
August	7 & 8	New Teacher Induction	Curriculum	x
August	9	Critical Policies and/or online training completed/signed by all employees	H.R.	x
August	10	Opening Institute/Benefits Fair		x
August	15	Planning Time Tech Training		x
August		Hold School Community Council Elections (if not holding them in the Spring)	School	x
Aug-Sept		Based on current Trustlands plan: supplies, staff, and programs in place for the school year.	School	x
		Budget amounts are estimates until Oct. 1st enrollment. Spend as per proposed plan.	School	x
		SCC training and orientation, review trustland plan with SCC	School	x
September	1	Elementary Planning Time Sheets Due	Director	x
September	15	School Representatives Sheet and Administrative Assurance Documents Due	Director	x
September	15	Kindergarten entry data due in Data Gateway		x
September	18	Secondary District Staff Development	Curriculum	x
September	18	Teacher Evaluation Orientation	H.R.	x
September	29	Elementary Acadience - Reading and Math	Director	x
Sept-May		Monthly SCC Meetings, post agenda and minutes from pervious meetings one week prior to mtgs.	School	x
October	2	Retirement Packets Available	H.R.	x
October	2	SCC member names and proposed meeting schedule on School Land Trust website, Principals Assurances Form, Complete Final Report		x
October	13	Trustland allocation based on Oct. 1st enrollment entered in Alio System.	Finance	x
October	13	Principals receive final District-level expenditures budget allocations for current school year.	Finance	x
October	13	Principals receive final FTE allocations for current school year	Finance	x
October	31	Principals receive Final Trustland Allocation Funding Spreadsheet	Finance	x
January	26	Acadience - Reading and Math - including Kindergarten	Director	x
January	26	Written report filed by the immediate supervisor on an Educator who is deemed failing	H.R.	x
Jan-April		Review current plan implementation with SCC, begin formulating next years' plan.	School	x
		Use data sources to identify academic needs and make informed decisions.	School	x
February		Principals receive School LAND Trust estimated allocations for next school year plans	Finance	x
February	15	Provisional Evaluations Completed or Evaluations for Provisional Employees Completed,	H.R.	x
February	15	Letter of Intent Due	H.R.	x
Feb. - Mar		Meet with SCC to finalize submission of next years' plans and progress report.	Trustlands/S	x
		SCC needs to be familiar with each of these documents.		x
		Begin School Access Routes Review		x
March	1	Begin End-of-Year Inventories		x
March	20	Secondary District Staff Development		x
March	22	TSSA Plan/School Land Trust Report due online (current year's progress report, next year's trustland and estimated budget).	School	x
Spring		Notification of SCC elections sent 10 days prior to elections	School	x
Spring		Hold School Community Council Elections (if not holding them in the Fall)	School	x
Spring		Contact newly elected SCC members indicating start of term (July 1), schedule orientation, and share	Director	x
April		Principals receive preliminary FTE allocations for next school year	Finance	x
April	1	Last day to submit retirement intent	H.R.	x
April	1	Notice sent to H.R. stating intention to non-renew Non-tenured Educators, Provisional, Classified	H.R.	x
April	15	Career Educator Evaluations Due	H.R.	x
April	15	School Access Routes Due	Director	x
April	26	Evaluations due for nine-month Classified employees	H.R.	x
April	29	School Board reviews progress report and plans. Requests amendments/clarification if needed.	School Board	x
April	29	State Risk Management Self Inspection Report Due	Kathy	x
May		Principals verify and reconcile District-level expenditure accounts for current school year	Finance	x
May		Principals receive Title I expenditure plan estimator tool for next school year	Finance	x
May		Principals receive salary and benefit cost estimator tool for next school year	Finance	x
May		Principals receive School LAND Trust plan estimator tool for next school year	Finance	x
May		Principals receive at-risk program funding allocations for next school year	Finance	x
May		Principals receive preliminary District-level expenditure budget allocations for next school year	Finance	x
May	1	Complete and send in vouchers for School Representatives	School	x
May	8	School Board approves School Plans		x
May	13	Evaluations completed by the principal for all Educators assigned to the school		x
May	15	Wellness Report Due		x
May	15	Elementary Acadience - Reading and Math due	Curriculum	x
May	17	First and Second Grade Framework Benchmarks due	Curriculum	x
May	23	Kindergarten exit data due. KEEP data due in Data Gateway	Curriculum	x
May		Framework May 30 - June 17	Curriculum	x
June	7	Coaches/advisors stipends must be paid out	Director	x
June	14	Evaluations due for 12 month Classified Employees	H.R.	x
June	30	Last day for all licensure renewals to be completed and submitted to the state (By Noon)	H.R.	x