

School Functions and Responsibilities Calendar

<u>January</u>	<u>February</u>
<p><u>Reports to Board:</u> Facilities report Financial reports PTO updates Discipline data Curriculum updates Enrollment data</p> <p><u>Board Action:</u></p> <p><u>Administrative Action:</u> Accounting/payroll reconciliation Attendance administration Safety drills Parent involvement hours administration Parent involvement letters sent</p> <p><u>Meetings/Events:</u> Curriculum, Community and Conversation SBOE Charter Committee Meeting</p>	<p><u>Reports to Board:</u> Facilities report Financial reports PTO updates to Board Discipline data Curriculum updates Enrollment data</p> <p><u>Board Action:</u> Fundraising plan Playground maintenance</p> <p><u>Administrative Action:</u> Accounting/payroll reconciliation Attendance administration Safety drills Parent involvement hours administration</p> <p><u>Meetings/Events:</u> Curriculum, Community and Conversation SBOE Charter Committee Meeting</p>

<u>March</u>	<u>April</u>
<p><u>Reports to Board:</u> Facilities report Financial reports PTO updates Discipline data Curriculum updates Enrollment data Summer program plan Bridge the Gap plan</p> <p><u>Board Action:</u> Prepare budget draft Charter changes reviewed</p> <p><u>Administrative Action:</u> Complete procurement Secretary of State renewal Accounting/payroll reconciliation Attendance administration Safety drills Parent involvement hours administration CPI report FTE count Surveys</p> <p><u>Meetings/Events:</u> Charter School Conference Curriculum, Community and Conversation SBOE Charter Committee Meeting</p>	<p><u>Reports to Board:</u> Facilities report Financial reports PTO updates Discipline data Curriculum updates Enrollment data Survey data</p> <p><u>Board Action:</u> Budget draft reviewed and approved Charter changes approved New Board member orientation Revise by-laws Board conflict of interest disclosure forms</p> <p><u>Administrative Action:</u> Playground maintenance CRCT testing Accounting/payroll reconciliation Attendance administration Safety drills Parent involvement hours administration</p> <p><u>Meetings/Events:</u> Curriculum, Community and Conversation SBOE Charter Committee Meeting</p>

<u>May</u>	<u>June</u>
<p><u>Reports to Board:</u> Facilities report Financial reports PTO updates Discipline data Curriculum updates Enrollment data Executive Committee present by-laws changes</p> <p><u>Board Action:</u> Revise proforma Strategic planning Governance training Formal staff evaluations Review of charter, Title XX, SPED law</p> <p><u>Administrative Action:</u> Inventory Charter changes to BOE Formal staff evaluations Review of charter, Title XX, SPED law Accounting/payroll reconciliation Attendance administration Safety drills Parent involvement hours administration</p> <p><u>Meetings/Events:</u> Curriculum, Community and Conversation SBOE Charter Committee Meeting</p>	<p><u>Reports to Board:</u> Facilities report Financial reports PTO updates Discipline data Curriculum updates Enrollment data Facilities plan Technology plan Extracurricular plan</p> <p><u>Board Action:</u> Policy manual review Succession planning By-laws approved Teacher contracts approved</p> <p><u>Administrative Action:</u> Review signature authorizations Surplus sale Student records audit Records retention audit Dress code established CPI report AYP report Promotion/retention decisions Accounting/payroll reconciliation Attendance administration Safety drills Parent involvement hours administration</p> <p><u>Meetings/Events:</u> Mediation (parent involvement/attendance) Curriculum, Community and Conversation SBOE Charter Committee Meeting</p>

<u>July</u>	<u>August</u>
<p><u>Reports to Board:</u> Facilities report Financial reports PTO updates Discipline data Curriculum updates Enrollment data</p> <p><u>Board Action:</u></p> <p><u>Administrative Action:</u> Personnel schedules established Traffic/car rider plans established Review warranties Playground maintenance Handbook revised Policy manual revised Phone tree revised Accounting/payroll reconciliation Attendance administration Safety drills Parent involvement hours administration</p> <p><u>Meetings/Events:</u> Open house Curriculum, Community and Conversation SBOE Charter Committee Meeting</p>	<p><u>Reports to Board:</u> Facilities report Financial reports PTO updates Discipline data Curriculum updates Enrollment data Fundraising plan Disaggregated test data</p> <p><u>Board Action:</u> Approve fundraising plan Bridge the Gap Campaign begins</p> <p><u>Administrative Action:</u> Inventory Schedules developed Personnel records audit Teacher mentor program begins Staff orientation Student internet use forms collected Fieldtrips approved Accounting/payroll reconciliation Attendance administration Safety drills Parent involvement hours administration</p> <p><u>Meetings/Events:</u> Curriculum, Community and Conversation SBOE Charter Committee Meeting</p>

<u>September</u>	<u>October</u>
<p><u>Reports to Board:</u> Facilities report Financial reports PTO updates Discipline data Curriculum updates Enrollment data School Improvement Plan Demographic data Safety plan Charter school annual report</p> <p><u>Board Action:</u> Staff development plan developed Charter school annual report approved Accounting/payroll reconciliation Attendance administration</p> <p><u>Administrative Action:</u> Charter school annual report and submitted to BOE and DOE Safety plan submit plan to BOE Safety drills Parent involvement hours administration</p> <p><u>Meetings/Events:</u> Curriculum, Community and Conversation SBOE Charter Committee Meeting</p>	<p><u>Reports to Board:</u> Facilities report Financial reports PTO updates Discipline data Curriculum updates Enrollment data</p> <p><u>Board Action:</u> Board communication in newsletter</p> <p><u>Administrative Action:</u> Open enrollment for benefits CPI report FTE count Surveys CRCT Testing Accounting/payroll reconciliation Attendance administration Safety drills Parent involvement hours administration</p> <p><u>Meetings/Events:</u> Curriculum, Community and Conversation SBOE Charter Committee Meeting</p>

November

Reports to Board:

Facilities report
Financial reports
PTO updates
Discipline data
Curriculum updates
Enrollment data
Business plan reported at Board retreat
Survey results

Board Action:

Strategic planning
Governance training

Administrative Action:

990s due to IRS
Playground maintenance
Ramps/stairs non-skid replacement
Accounting/payroll reconciliation
Attendance administration
Safety drills
Parent involvement hours administration

Meetings/Events:

Curriculum, Community and Conversation
SBOE Charter Committee Meeting

December

Reports to Board:

Facilities report
Financial reports
PTO updates
Discipline data
Curriculum updates
Enrollment data

Board Action:

Informal staff evaluations
Financial reports to Board

Administrative Action:

Inventory
Informal staff evaluations
Accounting/payroll reconciliation
Attendance administration
Safety drills
Parent involvement hours administration

Meetings/Events:

Curriculum, Community and Conversation
SBOE Charter Committee Meeting