

Copy of Region 10 Calendar

Just a start...

July

- *NonPublic School Letters/Newspaper Articles
- *Back to school letter
- *Disciplinary Incident Reporting (DIRS)- must certify by July 31st
- *Update directories/assignments
- *Update District Verification/Users (EDIAM)

August

- *Update Employee handbook
- *AA meeting- procedures
- *Audit: Start watching for preliminary federal allocations
- *Complete days of service
- *Staff performance review (observations)
- *Set paperwork night dates
- *Mileage through ESS- for back to school workshop
- *Remind coordinators and staff of BIOC meetings

September

- *Audit: Start watching for preliminary federal allocations
- *Schedule PAC meetings
- *Assurance of Compliance- receive email from MDE
- *Post seniority lists

October

- *October 1st Initial SEDRA Updates
- *Audit: Start watching for preliminary federal allocations
- *PELSB Supply and Demand Survey- email from PELSB
- *Principal and Assistant Principal Probation Reporting- BOSA
- *Assurance of Compliance due November 15th
- *Civil Rights data

November

- *Audit: Needs to be final by November 30th
- *SEDRA final from previous year (November 30th)

December

- *Begin budgeting process
- *Schedule Auditors to present at Governing Board meeting

January

- *Executive Council Meeting:
 - 1st Monday in January organizational meeting
- *Governing Board Meeting:
 - 1st Monday in January organizational meeting
- *Region 5/7 Retreat
- *Start checking for December 1st Childcount finals
- *Revise budget if needed
- *Annual Risk assessment- Request district audits
- *Unrequested leave of absence- check for contract dates
- *CPI training meetings (schedule for next year)
- *Look at scheduling presenter for back to school workshop

February

- *Approve calendar
- *Home visits/summer services
- *CPI trainings
- *Mentor pay
- *Professional Development/Trainings

March

- *Budget-1st presentation

April

- *Executive Council Meeting:
- *Budget Revisions if needed
- *Midyear EDRS updates
- *School Calendar due- need to share with staff prior to April 1st of each year

May

- *Governing Board Meeting -Final budget approval
- *Do Assurances and other state/federal applications (due June 1st)
- *SERVS Applications by July 1st (work with Tracy on this)
- *Notification to conduct summer services
- *Private/Homeschool Child Find Process- review

June

*Designate Director as IOwA -Submit to MDE

*Private/Homeschool Child Find Process- send out in June

*Tenure Lists