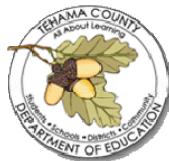
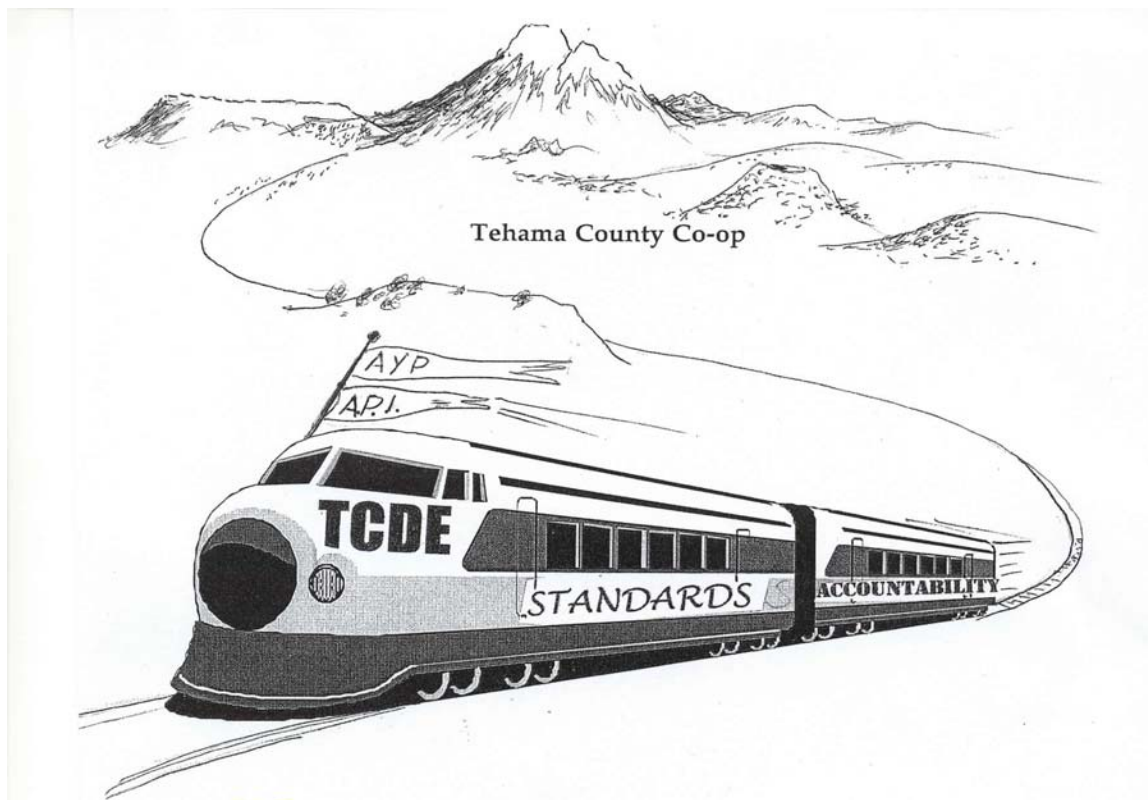


STAYING ON TRACK

A Monthly Planning Guide for School Management

Instruction • Categoricals • Business • Parents • Meetings

July - June



TEHAMA COUNTY DEPARTMENT OF EDUCATION
Larry Champion, County Superintendent
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TO OUR MEMBERS,

In this gift from the Co-op, we attempted to list some of the tasks that you might consider doing each month. Many are required.

As the year progresses, use this guide to remind yourself of activities and tasks that should be accomplished. We hope this helps your planning.

If there are tasks that you feel should be added to this list, let us know so that we can update the guide.

The Co-op will send out a monthly update on the last day of the preceding month using the "Staying on Track" e-mail.

Questions? Please contact Ashley Jennings at 530-528-7345 or ajennings@tehamaschools.org

Ray Dinkel, Director

Carolyn Steffan, Consultant

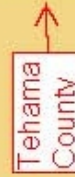
Marv Woodstrup, Consultant

Ashley Jennings, Secretary

Proposed Redesigned CPM 4x2 Model



JACK O'CONNELL
State Superintendent
of Public Instruction



	2010/2011	2011/2012	2012/2013	2013/2014
Cohort A	<ul style="list-style-type: none"> On-site reviews of 60-65* Cohort A LEAs (via selection process) 	<ul style="list-style-type: none"> Follow-up reviews on-site only as needed 	<ul style="list-style-type: none"> On-site reviews of 60-65* Cohort A LEAs (via selection process) Follow-up reviews on-site only as needed 	<ul style="list-style-type: none"> Follow-up reviews on-site only as needed
Cohort B	<ul style="list-style-type: none"> Follow-up reviews on-site only as needed 	<ul style="list-style-type: none"> On-site reviews of 60-65* Cohort B LEAs (via selection process) 	<ul style="list-style-type: none"> Follow-up reviews on-site only as needed 	<ul style="list-style-type: none"> On-site reviews of 60-65* Cohort B LEAs (via selection process) Follow-up reviews on-site only as needed
Cohort C	<ul style="list-style-type: none"> On-site reviews of 60-65* Cohort C LEAs (via selection process) Follow-up reviews on-site only as needed 	<ul style="list-style-type: none"> Follow-up reviews on-site only as needed 	<ul style="list-style-type: none"> On-site reviews of 60-65* Cohort C LEAs (via selection process) 	<ul style="list-style-type: none"> Follow-up reviews on-site only as needed
Cohort D	<ul style="list-style-type: none"> Follow-up reviews on-site only as needed 	<ul style="list-style-type: none"> On-site reviews of 60-65* Cohort D LEAs (via selection process) Follow-up reviews on-site only as needed 	<ul style="list-style-type: none"> Follow-up reviews on-site only as needed 	<ul style="list-style-type: none"> On-site reviews of 60-65* Cohort D LEAs (via selection process)
	120-130* = Total LEAs Monitored	120-130* = Total LEAs Monitored	120-130* = Total LEAs Monitored	120-130* = Total LEAs Monitored

*Note: Final number of LEAs to receive on-site or online reviews TBD

Over the many years of Categorical funds given to schools, the Federal and State Government have conducted "Reviews" to assure that schools comply with the many laws, rules and signed assurances. Beginning this year 2010-11 the "Review" will require evidence be given to the State electronically. This CPM (Categorical Program Monitoring or CPM) "Review" and its evidence will be submitted electronically through CAIS (California Accountability and Improvement System).

In order for the Co-op schools to be reviewed with greater ease, we want each school and district to establish a CAIS FOLDER on their computer. As the school staff creates documents and evidence of activity (i.e. School Site Plan, Parent letters, staff notices, meeting minutes, policies, parent meetings, budgets, teacher qualifications, etc.) they should be saved to the CAIS FOLDER. It is best if one member of the staff is designated to place items in the CAIS FOLDER.

When asked by the State to submit evidence of Compliance with the laws or rules, the school can then submit the folder materials electronically.

The State will review Tehama County in 2011-12 electronically and perform on-site visits in 2013-14. This STAYING ON TRACK shows a  next to action items that should be "saved" into the CAIS Folder. Good Luck.

Categorical Program Compliance Areas (CPM)

AE	Adult Education
BASP	Before and After School Programs (Title IV, Part B)
CTE	Career Technical Education
*CD	Child Development (Preschool Programs)
*CE	Compensatory Education (Title I-A, ARRA, & P.I.)
EE	Education Equity
EJ	Ed. Jobs Fund
*EL	English Learners (Title III, EIA)
FM	Fiscal Monitoring
HIV	HIV/AIDS Prevention
HE	Homeless (Title 10-C & ARRA)
*ITQ	Improving Teacher Quality (Title II-A)
ME	Migrant Education
*N or D	Neglected or Delinquent (Title I-D)
*PE	Physical Education
SFSF	State Fiscal Stabilization Fund (ARRA)
*UCP	Uniform Complaint Procedures

*While all areas are of a compliance concern, those with an asterisk are primary.

JULY

o **STAFF INSTRUCTION**

- o **AIS** Review staffing needs for the start of school. Check that all paraprofessionals are qualified.
- o When Summer School concludes, determine if retained students have met the criteria established in late spring.
- o Check on maintenance/custodial progress and safety work.
- o Update sub-teacher procedures handbook, as well as handbooks for classified and certificated staff.
- o Decide who will do CELDT testing in the district
- o High schools review CAHSEE testing dates.

o **CATEGORICAL**

- o Contact School Site Council members and potential members regarding the new school year.
- o Co-op agreements will be sent for your board approval by TCDE Human Resources.
- o Have Language Survey ready for new students.
- o **AIS** CELDT testing window starts July 1st.

o **BUSINESS**

- o **AIS** Confirm Professional Development Plans are in your School Plan BEFORE your spend Title I, Title II, Professional Development, ARRA and EIA money.
- o School Budget due to County Office about July 1st (not final)
- o Instructional Materials Report of purchases due July 31st.
- o **AIS** Update District Categorical inventory of Title I purchases over \$500.
- o July School Board meeting –Public Hearing, Budget – not final budget.
- o J-90 Certificated Bargaining Unit Salary and Benefit Report due July 1st.
- o J-18/19 Attendance Report due first week in July to COE.
- o Federal Cash Management Data Collection (CDMC) 1st period reporting due July 31st.

o **PARENT INVOLVEMENT**

- o Send individual student testing results to parents. Have parent information handbook, legal notices to parents, school calendars, notices of fall events, etc. ready for the first and second week of school.
- o Determine, based upon Language Census Count (March 1st) the need for a DELAC and/or school site level ELAC.
- o **AIS** Develop Professional Development plan for the year. Review job descriptions for categorically funded positions.
- o **AIS** For schools with over 15% of a language other than English, mechanism has been set in place to translate all materials that are sent home.
- o **AIS** All parents, staff, employees receive a copy of the districts Uniform Complaint Procedures handbook.

- **POLICIES/TECHNOLOGY**

- Receive new and/or revised policies from the Co-op on the 1st of each month to be placed on the District's Board Agenda.
- Be sure that District's tech plan is current and submitted to the State.

AUGUST

o STAFF INSTRUCTION

- o (AIS) Set schedules for staff activities prior to students' first day in school. Contact all staff. Do the "WELCOME BACK" Letter.
- o Have all staff assigned to grade levels, classrooms and informed of their tentative assignments.
- o (AIS) Set your enrollments by class - watch CSR limits.
- o (AIS) Have your parent information handbook, school information booklets, school calendars, and fall school event notices ready for first week of school.
- o Class assignment changes, have a process or policy regarding students/parents wanting to change classes or course work.
- o Set up schedule for school psychologist, counselors, and nurses. Meet and discuss program.
- o Contact Student Support Services (528-7244) to set up activities at your school for the year.
- o Update and plan your Supplemental Education Services (SES) for students "at risk of retention" before school, after school, and/or Saturday programs. Work with SERFF if available.
- o Test results analysis session. API and AYP, district testing results. Begin to establish new goals for Staff and School Site Council.
- o Look at Disaggregated test data by subgroups. Have goals become a part of the School Plan. Present to Instructional Staff and School Site Council.
- o (AIS) Professional Development Committee for School or District to give advice to SSC as to needs of school. This can be a Title I-A, Title II-A and II-D district committees.
- o Select a staff member and contact Co-op (530-528-7345) to arrange for the required CELDT Training.
- o Register new students and give Home Language Survey.
- o Conduct orientation for staff.
- o (AIS) Complete class schedules and assignments for upcoming year. If P.I., begin revision of School Plan (90 days) and send out Parent Letters regarding Choice and SES, 14 days before the start of school.
- o (AIS) Be sure to register all new and continuing students who do not live with one of their parents as "homeless". A copy of the form can be downloaded at <http://www.cde.ca.gov/sp/hs/cy/documents/engdeclar.doc>

❖ CPM/CAIS

- o (AIS) Focus on evidence of School Site Council work last year (i.e. meeting minutes, member list, Plan approval date, documents sent home, letters to parents, school news, etc.)
- o (AIS) Review number of minutes for Physical Education Activities. (200 minutes for Grades 1-6 [every ten days] and 400 minutes for Grades 7-12 [every 10 days])

o CATEGORICAL

- o Contact SSC members to see what new members are needed. Start encouraging potential members to participate.

- Ⓜ Send notice of first SSC meeting in September
- Ⓜ Conduct the Annual Evaluation of Categorical program as required by the State Department of Education.
- Ⓜ Find out what categorical funds are necessary as a “Centralized Service” so they are noted and visible in the School Site Council Plan and Budget.
- Ⓜ Title I Schoolwide Schools (Target parent meeting required and often conducted at Back-to-School night).
- Ⓜ Create document that shows Highly Qualified Teachers.
- Ⓜ Formulate Categorical Budget portion of SPSA.
- Ⓜ Create a document that shows Paraprofessional (aides) qualifications under No Child Left Behind.

○ **BUSINESS**

- District final budgets are to be approved 45 days after the State Budget Act.
- COE approves or disapproves District’s adopted budget.
- Business managers usually meet on the 1st Wednesday of each month at the county office.

○ **PARENT INVOLVEMENT**

- Ⓜ Reserve dates and times for “Back-to-School” parent night; Title I parent meeting. Keep invites.
- Ⓜ Be sure to have Home Language Survey forms in your new enrollment packet.
 - Conduct Kindergarten/Preschool orientation for parents and staff (usually before school starts).
 - School calendars, with minimum days, sent to parents at start of school.

○ **POLICIES/TECHNOLOGY**

- New and revised policies received by districts.

❖ **MEETINGS**

- County Administrator Meeting – 2nd Thursday of each month.
- Business meeting – 1st Wednesday of each month.
- School Site Council - Agenda

SEPTEMBER

o STAFF INSTRUCTION

- o AIS Schedule and complete CELDT testing for every ELL (30 day and 90 day).
- o AIS If your school is a Program Improvement (P.I.) school you must have a revised School Plan set for actions over 2 years. To be completed in 90 days. Contact RSDSS for help. Parent Notification Letters to be sent.
- o Tehama "Education Fair Day"

o CATEGORICAL

- o AIS Meeting of SSC to
 1. Elect officers
 2. Revise agenda calendars for the New Year
 3. Train new members if needed (ask Co-op)
 4. Approve changes in your School Safety Plan
 5. Present Multiple Assessment Data and Goals
- o AIS Review School Plan and SSC bylaws.
- o AIS Distribute Uniform Complaint procedures to staff and community. (Tri-fold available)
- o AIS Know and implement the required responsibility towards homeless students and foster youth.
 - o If P.I., review State letter and Corrective Actions needed.
 - o Co-op Luncheon.

o BUSINESS

- o Federal and State grant estimated entitlement will be sent to you. Have District establish Indirect costs and Centralized Services.
- o District prior year reports (in audited actuals) due in County office in September. (J-200/SACS forms)
- o District adopts GANN resolution by September 15th and is due in COE on September 30th.
- o Revised budget due by September 8.
- o AIS Multiple Funded Staff Time Cards. If you have staff members paid by more than one fund (Title I, SIP, EIA-LEP, Title VI, etc.) who do the same % of each project's work each day or week, complete a time sheet, which must be renewed every 4 months. If they work differently each day for projects, daily time sheets must be kept (can be monthly charts).

o PARENT INVOLVEMENT

- o Recruit parent volunteers, room parents, field trip assistance, etc.
- o AIS Conduct parent meeting - usually done at "Back-to-School Night." Explain Title I/SCE and how parents can help at home. If schoolwide, talk to all parents or distribute at parent conferences.
- o AIS Send "PARENT COMPACT" materials to parents for their signatures. Call Co-op for Spanish, Hmong, etc.


(September cont.)

o **POLICIES/TECHNOLOGY**

- o Policies, both new and revised should be sent to districts.

❖ **MEETINGS**


- o Co-op Luncheon Meeting – 2nd Thursday of the month.
- o County Administrator Meeting – 2nd Thursday of each month.
- o Business meeting – 1st Wednesday of each month.

 School Site Council Meeting - Agenda


 ELAC/DELAC Meeting - Agenda

October

o STAFF INSTRUCTION


 All schools must:

1. Identify students who are English Language Learners (ELL)
2. Determine their level of English proficiency
3. Assess their progress toward acquiring proficiency in listening, reading, speaking, and writing. Testing must be completed within 90 days of the start of school.

 Establish ELAC and DELAC committees for schools and districts services to English Language Learners. Keep minutes.

- o Establish Gifted and Talented committees (GATE) if desired.
- o Review Student Achievement results with SSC and your school board. Establish new growth targets. Discuss analysis and student needs.

o CATEGORICAL

 Principal attest to or certify in writing as to Teacher and Paraprofessional Qualifications (Highly Qualified Teachers & HQ Paraprofessionals).

 Comparability Report due October 15th.


- o CELDT Testing ends October 31st each year.

o BUSINESS

- o CBEDS- California Basic Educational Data System (1st Wednesday of October).
- o Budget Adoption Cycle: Districts must let County office know budget filing cycle by October 31st.
- o CDMC 2nd reporting period due October 31st.

o PARENT INVOLVEMENT

 Consider a parent involvement workshop (required if in P.I.).

 Send home Parent-Teacher Conference information in preparation for upcoming parent/teacher conferences at end of October. (Required for Title I)

o POLICIES/TECHNOLOGY



Review Policies of the School and District. "Weed out" policies no longer needed. The Parent Involvement policy is needed for both the School and District.

❖ MEETINGS




- o County Administrator Meeting – 2nd Thursday of each month.
- o Business meeting – 1st Wednesday of each month.

NOVEMBER

○ STAFF INSTRUCTION

-  Have your Professional Development Plan as part of your School Plan. Principal and teachers need to coordinate Professional Development actions with the plan. Devise a method of monitoring and evaluating the Professional Development actions.
-  Work on the "School Accountability Report Card" format and review before SSC and school board. A model report card is available on the CDE website. Deadline is February 1st.
- Check on young students who are repeating a grade. What assistance do they need? Are you using the State adopted intervention materials?
- Order STAR Testing materials (deadline is December 1st)


○ CATEGORICAL

- Consider SSC trainings call the Co-op.
-  Complete your School Plan. Plan may run from November 1 to October 30. If a P.I. school, the plan is for 2 years.
-  Take New or Revised School Plan to the Board for approval after it is approved by your SSC.
-  Every school MUST have an up-to-date School Plan in Co-op files for the Auditors and a copy of the Consolidated Application Part I and Part II. E-mail to Co-op.

○ BUSINESS

- Schools to receive full entitlement figures for all Categorical Funds (this includes all Centralized Service funds to be returned to the district). This is basic for your School Plan Budget.

○ PARENT INVOLVEMENT

- Make sure that "at-risk" students are identified by now and that teachers have started a Retention Consideration Record and have had the first conference with the parent(s). Supplemental Services provided. Parents of those students notified.
-  Ensure that Student Study Teams are functioning.
- Set up Parent Involvement workshop for parents.

○ POLICIES/TECHNOLOGY


- Continue to update District policies. Contact Co-op for assistance.

❖ MEETINGS

- County Administrator Meeting – 2nd Thursday of each month.
- Business meeting – 1st Wednesday of each month.

DECEMBER

○ STAFF INSTRUCTION

-  Monitor the progress of your School Plan. Have two or three members help assess progress of the Plan. Review the Carryover funds from the previous years' Plan.
- Schedule all the activities for the week prior to the traditional religious and New Year's holidays. Consider all beliefs in the community.
- Order test material for Spring testing (can be adjusted).

○ CATEGORICAL

- Send paperwork for Con App PART II back to the Co-op office before January 10th.

○ BUSINESS

- District first Interim is due December 15th to the county business office.
- District prior year audits are due to the county business office by December 15th.
- Charter school prior year audits due.

○ PARENT INVOLVEMENT

-  Send home Parent Newsletter.

○ POLICIES/TECHNOLOGY




- Review Student policies for your district. Evaluate their implementation.
- Prepare Student Accountability Report Card (SARC)

❖ MEETINGS

- County Administrator Meeting – 2nd Thursday of each month.
- Business meeting – 1st Wednesday of each month.
- Co-op Luncheon – 2nd Thursday of the month.

JANUARY

○ STAFF INSTRUCTION

-  Compare results of school tests that reaffirmed goals and actions. Consider revisions of your School Site Plan.
-  Review School Safety Plan. (Safety Committee)
-  Evaluation of staff needs to be monitored, particularly of any one on probationary or temporary status.

○ CATEGORICAL

- Co-op to submit Con-App Part II to the state by January 31st of each year. Send copy to each school administrator and business manager.

○ BUSINESS

- Public hearing and review of audit report by January 31st.
- Attendance report due first week of January to COE.
- CDMC due January 31st.
- Look at enrollment trends in relation to next year.

○ PARENT INVOLVEMENT

-  Monthly Parent newsletter.

○ POLICIES/TECHNOLOGY


- New and revised policies sent out from the Co-op
- Look at the effect of new laws relative to inter-district transfers and attendance.

❖ MEETINGS

- County Administrator Meeting – 2nd Thursday of each month.
- Business meeting – 1st Wednesday of each month.
- DELAC/ELAC meeting – discuss R-30 Language Census.

FEBRUARY

○ STAFF INSTRUCTION

- High schools consult with feeder schools on strengths and weaknesses of students they will receive. Also, use this data for your SSC assessment of needs. Middle schools consult with Elementary feeder schools.
- Continue to work on materials, textbooks, etc. to determine appropriateness to Standards, particularly math, reading/ language arts, and the Nine Essential Components.
- Certificated not to be employed for next year to be recommended by the Superintendent for Action by the Board prior to March date.
- Physical Fitness testing begins February 1st.
-  School Accountability Report Cards (SARC) must be published by February 1st of each year.

○ BUSINESS

-  Start the development of the new budget.


○ PARENT INVOLVEMENT

- Review how parents of “at risk of retention” students are involved in the education of their children. Meet with those parents involved.

○ POLICIES/TECHNOLOGY




- Remind staff of school policies that particularly relate to their work with students and parents.

❖ MEETINGS





- County Administrator Meeting – 2nd Thursday of each month.
- Business meeting – 1st Wednesday of each month.
-  School Site Council Meeting - Agenda

MARCH

o STAFF INSTRUCTION

- o  School plans review with the SSC and your school board to show what has been implemented, what has not and why. A progress report.
- o Start planning end of the year graduation ceremony.
- o Plans for April "Open House." Classroom videos to show parents? All day "Open House?" Parent/Teacher Assembly etc.
- o  EL to FEP - look at students who might need to be reclassified.
- o Prepare student, staff, SSC, school board and parent surveys in order to make revisions to the written school plan. Look at "substance abuse" and "school safety" survey results.
- o Work on plans for Summer School.
- o Prepare materials to facilitate development and adoption of a school calendar for the following year.
- o  Physical Fitness test to be given.
- o Are the ESSENTIAL COMPONENTS implemented?
- o STAR testing begins (window is 10 days before and 10 days after 85% of school days)
- o STAR 4th & 7th grade writing component test (March 1st)

o CATEGORICAL

- o  Conduct EL-FEP count on R-30 form as of March 1. R30 LC-Language Census Report collected and submitted by the Co-op for the schools and districts.
- o  Some SSC's elect their members in the Spring and some in the Fall.
- o  SSC: Look at your priority list of needs and brainstorm ideas to include or change in your school plan. Look at potential changes in funding. Base actions on your school's needs and proven research. Look at Budget for unused funds.
- o  Contact private schools in district regarding categorical participation, especially Title I, Title II Professional Development. This needs to be done **in March.**

o BUSINESS

- o District provides county business office with the corrections to their audit report. And audit certification.
- o Second interim report of financial obligations. (March 15th)
- o Certificated lay-off notices if any by March 15th.

o PARENT INVOLVEMENT

- o Parent conferences regarding students at risk of retention.
- o April "Open House".

o POLICIES/TECHNOLOGY

- o New policies and changes.

❖ **MEETINGS**

- County Administrator Meeting – 2nd Thursday of each month.
- Business meeting – 1st Wednesday of each month.
- Co-op Luncheon – 2nd Thursday of the month.

APRIL

o STAFF INSTRUCTION

- o Update your school plan with your Base API and growth target goals.
- o Make sure all measurement data to be used in promotion is in place. Re-read promotion/retention policy. Update Record.
- o Organize student data for the end of the year for Parent conferences and other reports. CBM Test, etc.
- o Assess staff needs for Professional Development. Use your Professional Development committee.
- o Conduct Open House - Public Schools' Week.
- o Conduct STAR testing and California Standards Test.
- o Meet with PAR committee (required once a year).
- o Student Study Teams can start working on those "should be retained" students and assisting teachers with these difficult decisions.
- o Complete all of the certificated and classified staff evaluations
- o Remind the schools that they should update their School Safety Plan, and have it approved by SSC. Review last year's actions.
- o Order CELDT testing materials for next Fall (July - October)
- o School Plan Evaluation Report should be completed to develop next years goals and objectives.

o BUSINESS

- o Submit to COE proof that the Governing Board has approved a contract for their audit.
- o CMDC - 4th period report due April 30th.

o PARENT INVOLVEMENT

- o Continue newsletter communications with parents. Distribute to businesses and office waiting rooms.
- o Develop and disseminate Parent Survey, "How are We Doing?"

o POLICIES/TECHNOLOGY

- o Application for Carl Perkins Career and Technical Ed Improvement Act - due on May 1st.

❖ MEETINGS

- o County Administrator Meeting - 2nd Thursday of each month.
- o Business meeting - 1st Wednesday of each month.

MAY

o STAFF INSTRUCTION

- o Try to assess tentative staff needs for next year.
- o Arrange Summer School availability.
- o Make your next year calendar as firm as it can be at this time.
- o AIS Firm up your Professional Development Plan for next year, including summer.
- o Complete any Tehama County Standards Assessment, CBM, etc. this month.
- o Schedule Student Study Team meetings for students who will be retained.
- o Outline custodial/maintenance work for the summer weeks.
- o Plan the process to assign students to classes for the next year.
- o Plan training this summer for paraprofessionals.
- o AIS Finish up and send off State testing.
- o STAR testing ends.
- o Physical Fitness testing ends May 31st.

o CATEGORICAL

- o Co-op will send questions out so that preparation of the Con App Part I can be completed for your district in June.
- o AIS Schedule your SSC meetings for fall. Check to see if any members are leaving the area.
- o Transition planning for Special Education students.

o BUSINESS

- o Begin 3rd Interim Report- multi-year projections.
- o Are there any waivers (SSC size, shared meetings, etc.) of laws (either Federal or State) needed for next year? Co-op office can help.
- o AIS Be sure your School Site Plans allows for expenditures over the summer.
- o Tentative categorical entitlements should be received from your Co-op. These will be "Wild Estimates."
- o AIS The SSC school plan should have a tentative budget for next year. Remember, you can't spend it before it is in your plan!

o PARENT INVOLVEMENT

- o Inform individual parents of any final retentions and complete all forms and records.
- o Schedule elections for District and Site Committees (SSC, DAC, DELAC, ELAC).

o POLICIES/TECHNOLOGY

- o Plan to bring "policy books" up to date during the summer.

❖ MEETINGS

- o County Administrator Meeting – 2nd Thursday of each month.
- o Business meeting – 1st Wednesday of each month.
- o Co-op Luncheon – 2nd Thursday of the month.

JUNE

○ STAFF INSTRUCTION

- Do an analysis of pupil grades given by teachers. Are they congruent with test results?
- Have staff provide the lists of instructional supplies and supplementary materials needed for next year. Obtain State adopted materials.

○ CATEGORICAL

- Co-op Directors will submit your Consolidated Application Part I by June 30th to the State. Make sure your Board has approved it and that you've signed and returned the cover page to the Co-op. Date of approval can be used for Part I and Part II if desired.
- Districts in a Title III Consortium need to arrange for spending Title III Funds.

○ BUSINESS

- Remember, all Federal dollars must be spent 27 months after being received. (Projects start on July 1st and have 2 years and 3 months to spend)
- Ordered supplies, equipment, services, etc. must be RECEIVED by June 30th in order to be paid in July out of prior year funding.
- 5 year deferred maintenance plan due on June 30th.
- TCDE budget due to SSPI by July 1st.
- District budget due to TCDE by July 1st.
- Charter school budget due to their charter authority by July 1st.

 Must form Title III consortium if receiving less than \$10,000.

 Update and order Parent's Rights Handbook.

○ PARENT INVOLVEMENT

 Be prepared to help parents understand test results, report cards, etc. as the school year ends. (Test results are sent in late July.)

❖ MEETINGS

- County Administrator Meeting – 2nd Thursday of each month.
- Business meeting – 1st Wednesday of each month.