

**Administrative Deadlines & Reminders
2024-2025**

Month	Date	Responsibility	Department	Completed
June	4	All trustland funds expended. Remaining funds for carryover available for next years plan.	School	
June	10	Deadline for employees to enroll in benefits	H.R.	
July	1	Trustland funds available for expenditure based on estimated budget	School	
July	30	Elementary Enrollments Due	Director	
August	5 & 6	New Teacher Induction	Curriculum	
August	7	Critical Policies and/or online training completed/signed by all employees	H.R.	
August	8	Opening Institute/Benefits Fair		
August	24	Planning Time Tech Training		
August		Hold School Community Council Elections (if not holding them in the Spring)	School	
Aug-Sept		Based on current Trustlands plan: supplies, staff, and programs in place for the school year.	School	
		Budget amounts are estimates until Oct. 1st enrollment. Spend as per proposed plan.	School	
		SCC training and orientation, review trustland plan with SCC	School	
September	2	Elementary Planning Time Sheets Due	Director	
September	15	School Representatives Sheet and Administrative Assurance Documents Due	Director	
September	16	Kindergarten entry data due in Data Gateway		
September	16	Secondary District Staff Development/Mini Conference	Curriculum	
September	22	Teacher Evaluation Orientation	H.R.	
September	26	Elementary Acadience - Reading and Math	Director	
Sept-May		Monthly SCC Meetings, post agenda and minutes from pervious meetings one week prior to mtgs.	School	
October	2	SCC member names and proposed meeting schedule on School Land Trust website, Principals Assurances Form, Complete Final Report		
October	10	Trustland allocation based on Oct. 1st enrollment entered in Alio System.	Finance	
October	10	Principals receive final District-level expenditures budget allocations for current school year.	Finance	
October	10	Principals receive final FTE allocations for current school year	Finance	
October	31	Principals receive Final Trustland Allocation Funding Spreadsheet	Finance	
November	15	Annual Verification	HR	
January	26	Acadience - Reading and Math - including Kindergarten	Director	
Jan-April		Review current plan implementation with SCC, begin formulating next years' plan.	School	
		Use data sources to identify academic needs and make informed decisions.	School	
February		Principals receive School LAND Trust estimated allocations for next school year plans	Finance	
February	15	Provisional Evaluations Completed or Evaluations for Provisional Employees Completed,	H.R.	
February	15	Letter of Intent Due	H.R.	
Feb. - Mar		Meet with SCC to finalize submission of next years' plans and progress report.	Trustlands/S	
		SCC needs to be familiar with each of these documents.		
		Begin School Access Routes Review		
March	2	Begin End-of-Year Inventories		
March	19	Secondary District Staff Development		
March	20	TSSA Plan/School Land Trust Report due online (current year's progress report, next year's trustland and estimated budget).	School	
Spring		Notification of SCC elections sent 10 days prior to elections	School	
Spring		Hold School Community Council Elections (if not holding them in the Fall)	School	
Spring		Contact newly elected SCC members indicating start of term (July 1), schedule orientation, and share	Director	
April		Principals receive preliminary FTE allocations for next school year	Finance	
April	1	Notice sent to H.R. stating intention to non-renew Non-tenured Educators, Provisional, Classified	H.R.	
April	15	Career Educator Evaluations Due	H.R.	
April	15	School Access Routes Due	Director	
April	15	Evaluations due for nine-month Classified employees	H.R.	
April	29	School Board reviews progress report and plans. Requests amendments/clarification if needed.	School Boa	
April	29	State Risk Management Self Inspection Report Due	Kathy	
May		Principals verify and reconcile District-level expenditure accounts for current school year	Finance	
May		Principals receive Title I expenditure plan estimator tool for next school year	Finance	
May		Principals receive salary and benefit cost estimator tool for next school year	Finance	
May		Principals receive School LAND Trust plan estimator tool for next school year	Finance	
May		Principals receive preliminary District-level expenditure budget allocations for next school year	Finance	
May	4	Complete and send in vouchers for School Representatives	School	
May	12	Evaluations completed by the principal for all Educators assigned to the school		
May	13	School Board approves School Plans		
May	15	Wellness Report Due		
May		Framework May 30 - June 17	Curriculum	
June	7	Coaches/advisors stipends must be paid out	Director	
June	15	Evaluations due for 12 month Classified Employees	H.R.	
June	30	Last day for all licensure renewals to be completed and submitted to the state (By Noon)	H.R.	