



Administration Task List for School Principals

AUGUST

1. New Teacher Orientation – Have teachers register and attend
2. Update staff information for the Catholic Schools Directory, Contact Diana Aparicio
3. Review Emergency Plan: Lockdown, Fire, Earthquake
4. Confirm Safe Environment Participation and add proof of training to files
5. Review Faculty and Parent-Students Handbooks for revisions and additions
6. Review Records Retention Schedule for Diocesan Catholic School and Archives
7. Check hire dates and re-do staff background checks older than 6 years
8. Faculty In Service: Review Personnel section and ask teachers to fill out and sign-off the Personnel Policies Receipt and Acknowledgement Form (found on page 42 of the School Policies)
9. Update employee job descriptions if needed
10. Map out Curriculum and Accreditation work to be done this year
11. **NEW:** Update Asbestos Management Plans/Plan for Re-inspections

SEPTEMBER

1. Register for Teacher In-Service Day
2. Register on ESD 105 website for Teacher In-Service Professional Development Clock Hrs.
3. Check new hires for background check and Safe Environment VIRTUS compliance
4. OPTIONAL: Magnificat Registration for Fall, Winter, Spring - Catechist Certification
5. Practice fire, earthquake and lockdown drills (schedule for yearly practices)
6. Encourage your staff to update their professional information for their personnel files.
7. Prepare for Fall School Data Collection (NCEA), contact Jose Armenta for the report forms.
8. Begin inviting donors for Celebration of Faith
9. Review Safe Environment Plan and set dates for student participation

OCTOBER

1. **Submit FINAL Budget Reports to Sue Schoolcraft**
2. Teacher In-Service Day
3. Celebration of Faith
4. Turn in Fall School Date Collection (NCEA) due at the first of the month
5. NCEA Annual Action Plan Progress Report
6. Prepare and review OSPI – DOH Immunization Reports: All private schools and licensed preschools must report the immunization status of students, faculty and school clergy by Nov. 1 each year per state law (WAC 246-105-060). Access the current report form here.

7. Check OSPI Compliance: Review and Prepare Enrollment & Staff Reporting: The memo will be emailed on September 30th; Application opens on October 3rd and will close on November 16th; Use enrollment as of October 3; all instructional staff and head of school must be reported; Make sure you “Submit” both enrollment and staff reports—“Saving” does not submit the report to this office. (Use EDS system - EDS (<https://eds.ospi.k12.wa.us/login.aspx>))
8. Plan for emergency closures and notify all of procedures (See Snow Procedures sample attached)
9. Begin teacher and staff evaluations (complete no later than March 15th)

NOVEMBER

1. OSPI deadlines: Immunization and Enrollment
2. 28th: Distribute surveys to faculty as well as key parish and school leaders. Ask them to return them to Diana Aparicio by the first day of school on Monday, January 3, 2018. The contact information for Diana Aparicio is included in the survey form.

DECEMBER

1. Begin planning for Catholic Schools Week and registration for next school year
2. Evaluation deadlines, a letter from Bishop Tyson to the School Pastors
3. **On December 12th School Pastors:** Distribute the evaluation tool to your principal and ask them to complete a SELF EVALUATION, have them return the form by the first day of school to the School Pastor and a copy to Diana Aparicio, January 3, 2018.

JANUARY

1. Tuition Assistance Program Applications Posted Online on January _____
2. Plan for new hires: Recruitment Timetable (**PENDING SAMPLE, Diana to complete**)
3. Begin 2018-2019 Academic Calendar Planning – Due March 1st.
4. Commence review of School Budget
5. **NEW:** Update Asbestos Management Plans/Plan for Re-inspections
6. **By January 22nd:** School pastors sit down with their school principals and review the evaluation face to face and the intent offers are then made as appropriate (a sample letter).

FEBRUARY

1. Teacher Intent and Recruitment Memo (**PENDING SAMPLE, Diana to complete**)
2. School Principals to complete the School Budget and review it with their School Pastor (draft 1)
3. **By February 1st 2018: DEADLINE FOR SCHOOL PASTORS, COMPLETE A PRINCIPAL EVALUATION**
4. Chancellor sends Safe Environment updates for the schools

MARCH

1. March 1st DEADLINE for School Budgets for the following academic year (July and August salaries need to be included in the current academic year)
2. 2018-2019 Academic Calendar due March 1st
3. Resignation/Termination of Employment Memo

This document was last revised on September 21, 2017. For the latest version of this document please refer to the Diocese of Yakima website www.yakimadiocese.org under Principal Resources.

4. Review Summer Construction/Renovation Projects (anything over \$15,000 needs to be send to Bill Alsdurf for review and approval)
5. Magnificat Summer Program (when available)
6. **OSPI Compliance: Private Education Approval Bulletin will be emailed mid-February: Application opens mid-February; applications need to be completed by April 11 for May approval or by June 13 for July approval. This is the re-approval application for the 2018-19 school year. Principal will need to check years of service, ask for documentation, and adjust the record.**
7. **IMPORTANT FOR SCHOOL PRINCIPALS: Reference Policy 3.28 (C) Unless other arranges have been made with the pastor, a principal may submit a letter of intent NOT to return for the next year at any time up to March 15th.**
8. **March 15th is the DEADLINE for all teacher evaluations. Reference Policy 3, 3.22 (D) If a teacher's contract is not to be renewed, the principal should conduct an evaluation of the teacher by March 15th and should notify the teacher of the decision not to renew by May 15th of the current contract year.**
9. Principals bring lead teacher names to lead small groups for October In-Service

APRIL

1. Tuition Assistance Program Renewal Application Due April 15th
2. Prepare the 2018-2019 Employee Covenants
3. **OSPI Private Schoo Annual Approval Report – Final chance – due early June**
4. Spring Data Collection
5. Principal to plan Principal Meeting dates for next school year.
6. **IMPORTANT FOR SCHOOL PASTORS, April 1st DEADLINE FOR PRINCIPAL NON-RENEWALS: Reference Policy 3.28 (D) Notification NOT TO RENEW a principal's contract must be received by the principal by April 1st of the contract year and be preceded by an evaluation that was conducted by February 1st. (Reference Policy 3.34(D))**
7. Federal Respond to District Title Funding Consultation

MAY

1. Respond student records to high/middle schools
2. **IMPORTANT FOR SCHOOL PRINCIPALS, May 15th DEADLINE FOR TEACHER NON-RENEWALS: Deadline - Notification of NON-RENEWALS for teachers (needed to have had an evaluation prior to March 15th of the current contract year).**
3. Submit Safe Environment Compliance Data

JUNE

1. Tuition Assistance Program New Student Application due June 1st
2. Review Records Retention Schedule for the Diocese of Yakima
3. Plan for School's Faculty and Staff In-Service Day in October
4. **OSPI Compliance: Weapons Reporting for 2018-2019 will be mailed mid-May. Reports are due in July. This is a report of any weapons incidents at your school during the 2017-2018 school year. The form must be completed even if you have no incidents to report.**
5. Summer budget Review

Title Plan Date?

Important information about Snow Days:

1). Do private schools have to fulfill 180 days and 1000 hours or do they just have to keep above 1000 hours? **WAC 180-90-160 (certificate of compliance) states 180 days or a minimum of 1000 hours of instruction.**

2). One principal was told by the state that any days off during a proclaimed state of emergency are excused as long as you are above 1000 hours and do not need to be made up. **You listed 1080 hours on your renewal application last spring. That should be enough to cover the number of days you have. If not (6 hours per day), any not covered will have to be made up.**