



## **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. **NEW:** All Faculty Contracts are presented to Pastor for signature, then, forwarded to Bishop for review and approval/signature. This must be completed prior to the teacher receiving orientation training.
4. Review Emergency Plan: Lockdown, Fire, Earthquake
5. Confirm Safe Environment Participation and add proof of training to files
6. **NEW:** Obtain from all Faculty and Staff, and, regular Volunteers their record of immunization for all contagious diseases.
7. **NEW:** Review VIRTUS Roster. Teachers with 3 years since training/retraining are scheduled to take the on-line refresher course. Please update report and forward to Valeria Flores at Pastoral Center.
8. Review Faculty and Parent-Students Handbooks for revisions and additions
9. Review Records Retention Schedule for Diocesan Catholic School and Archives
10. Check hire dates and re-do staff background checks older than 6 years
11. 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)
12. Update employee job descriptions if needed
13. Map out Curriculum and Accreditation work to be done this year
14. Update Asbestos Management Plan with semi-annual inspection by Designated Person.

### **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. Begin inviting donors for Celebration of Faith
8. Review Safe Environment Plan and set dates for student participation

### **OCTOBER**

1. **Submit FINAL Budget Reports to Sue Schoolcraft**
2. Distribute and complete Health Open Enrolment Material. Designate individual responsible for open enrolment & distribution compliance information.

3. Teacher In-Service Day
4. Celebration of Faith
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. **NEW:** From the DOH Immunization Report, provide a roster of all Exempt Students' Name and Grade to Doug Rich by November 1. Only Medical Exemptions pre-approved by Bishop Tyson will be accepted.
8. **NEW:** Provide the Parent/Guardian of Exempt Student the State Department of Health letter entitled "Notice of Exclusion for Immunization Noncompliance", or, equivalent which will need to be approved by Doug Rich.
9. Prepare for Fall School Data Collection (NCEA), contact Doug Rich for the report forms.
10. **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>))**
11. Plan for emergency closures and notify all of procedures (See Snow Procedures sample attached)
12. **Begin teacher and staff evaluations (complete no later than March 15th)**

## NOVEMBER

1. OSPI deadlines: Immunization and Enrollment
2. 28th: **Distribute Principal Surveys to faculty as well as key parish and school leaders. Ask them to return them to Doug Rich by the first day of school on Monday, January 6, 2020. The contact information for Doug is included in the survey form.**
3. **NEW:** Review Safe Environment Plan and set dates for student participation.
4. Turn in Fall School Data Collection (NCEA) due at the first of the month.
5. **NEW:** Coordinate Catholic Schools Week Schools Mass to Bishop's Calendar via Maria Castaneda – Bilingual Administrative Associate to Bishop [509-965-7117].

## 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 12<sup>th</sup> 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 Doug Rich, January 6, 2020.
4. Commence review of School Budget

## JANUARY

1. Tuition Assistance Program Applications Posted Online on January \_\_\_\_\_
2. Plan for new hires: Recruitment Timetable
3. Begin 2020-21 Academic Calendar Planning – Due March 1<sup>st</sup>.

4. **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.
2. Update Asbestos Management Plan with semi-annual inspection by Designated Person.
3. School Principals to complete the School Budget and review it with their School Pastor (draft 1)
4. **By February 1<sup>st</sup> 2020: DEADLINE FOR SCHOOL PASTORS, COMPLETE A PRINCIPAL EVALUATION**
5. Chancellor sends Safe Environment updates for the schools.

## MARCH

1. March 1<sup>st</sup> DEADLINE for School Budgets for the following academic year (July and August salaries need to be included in the current academic year)
2. 2020-21 Academic Calendar due March 1<sup>st</sup>.
3. Resignation/Termination of Employment Memo
4. Review Summer Construction/Renovation Projects (anything over \$25,000 needs to be sent to CFO 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 2020-21 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 arrangements 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 15<sup>th</sup>.
8. **March 15<sup>th</sup> 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 15<sup>th</sup> and should notify the teacher of the decision not to renew by May 15<sup>th</sup> of the current contract year.
9. **NEW:** A teacher may notify the principal of his/her intent not to return to the school prior to or on March 31.
10. 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 2020-21 Employee Contracts
3. OSPI Private School Annual Approval Report – Final chance – due early June
4. Spring Data Collection
5. **NEW:** Written confirmation signed by Bishop that Religious Education Teachers are practicing Catholics (Policy 11.1(B)).
6. Principal to plan Principal Meeting dates for next school year.
7. **IMPORTANT FOR SCHOOL PASTORS, April 1<sup>st</sup> 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 1<sup>st</sup> of the contract year and be preceded by an evaluation that was conducted by February 1<sup>st</sup>. (Reference Policy 3.34(D))

8. Federal Respond to District Title Funding Consultation

## MAY

1. Respond student records to high/middle schools
2. **IMPORTANT FOR SCHOOL PRINCIPALS, May 15<sup>th</sup> DEADLINE FOR TEACHER NON-RENEWALS:** Deadline - Notification of NON-RENEWALS for teachers (needed to have had an evaluation prior to March 15<sup>th</sup> of the current contract year).
3. **NEW:** Prior to offering a teaching contract to a person not properly certified, written approval must be obtained from the Bishop to include a plan for emergency certification and eventual permanent certification. (Policy 1.11(A))
4. 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 2019-2020 will be mailed mid-May. Reports are due in July. This is a report of any weapons incidents at your school during the 2018-2019 school year. The form must be completed even if you have no incidents to report.**
5. Summer budget Review

### 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.**

