



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. 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. Written confirmation signed by Bishop that Religious Education Teachers are practicing Catholics (Policy 11.1(B)).
4. Review Emergency Plan: Lockdown, Fire, Earthquake.
5. Confirm Safe Environment Participation and add proof of training to files. **Copies of evidence should be forwarded to Diana Aparicio, Vice-Chancellor.**
6. Obtain from all Faculty and Staff, and, regular Volunteers their record of immunization for all contagious diseases. (Medical Accommodation requests will be considered on a case by case basis.) **Covid-19 Vaccinations will no longer be required as of October 31, 2022.**
7. 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 Update employee job descriptions if needed.
12. Map out Curriculum and Accreditation work to be done this year.
13. 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 **(October 15, 2022; 5:00 @ La Salle)**
8. Review Safe Environment Plan and set dates for student participation

OCTOBER

1. **Submit FINAL 2022 - 2023 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; October 14, 2022; 9:00 @ Queen Gym / Christ the Teacher
4. Celebration of Faith; Oct. 15, 2022; 5:00 @ La Salle HS
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. From the DOH Immunization Report, provide a roster of all Exempt Students' Name and Grade to **Diana Aparicio** by November 1. Only Medical Exemptions pre-approved by Bishop Tyson will be accepted.
8. 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 **and Diana Aparicio**.
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 1st and will close on November 15th; Use enrollment as of October 1; 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. Complete Fall School Data Collection (NCEA) due November 1, and forward it to Doug Rich for compilation.
13. **Begin teacher and staff evaluations (complete no later than March 15th)**

NOVEMBER

1. OSPI deadlines: Immunization and Enrollment
2. **23rd: Distribute Principal Surveys to faculty as well as key parish and school leaders. Ask them to return them to Doug Rich no later than the first day of school on Monday, January 2, 2023. The contact information for Doug is included in the survey form.**
3. 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. Coordinate Catholic Schools Week Schools Mass to Bishop's Calendar via Rocio Regis – Bilingual Administrative Associate to Bishop [509-965-7117]. This will be coordinated with Deanery and Confirmation Visits.

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 Doug Rich, January 2, 2023.
4. Commence review of 2022-2023 School Budget

JANUARY

1. Tuition Assistance Program Applications Posted Online in January 2023.
2. Plan for new hires: Recruitment Timetable
3. Begin 2023-24 Academic Calendar Planning – Due March 1st.
4. **By January 31st:** 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 1st 2023: DEADLINE FOR SCHOOL PASTORS, COMPLETE A PRINCIPAL EVALUATION**
5. 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. 2023-24 Academic Calendar due March 1st.
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 10 for May approval or by June 10 for July approval. This is the re-approval application for the 2023-24 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 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. A teacher may notify the principal of his/her intent not to return to the school prior to or on March 31.

APRIL

1. Tuition Assistance Program Renewal Application Due April 15th
2. Prepare the 2023-24 Employee Contracts
3. **OSPI Private School Annual Approval Report – Final chance – due early June**
4. Spring Data Collection
5. Written confirmation signed by Bishop that Religious Education Teachers for the coming school year are practicing Catholics (Policy 11.1(B)). Exceptions may be granted by Bishop Tyson on a case by case basis.
6. Principal to plan Principal Meeting dates for next school year.
7. **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)*)
8. 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. 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. All Teacher Contracts for following year are to be forwarded to Director of Schools after signatures of Teacher, Principal and Pastor for review prior to presenting them to Bishop Tyson for final signature. It is preferred that this be completed prior to July 15, 2023, though some positions may yet to be filled.
5. 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 2022-2023 will be mailed mid-May. Reports are due in July. This is a report of any weapons incidents at your school during the 2022-2023 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.**

This document was last revised on September 27, 2022. For the latest version of this document please refer to the Diocese of Yakima website www.yakimadiocese.org under Principal Resources.