2021-22

Superintendent's Calendar

A monthly checklist for school districts

MASA Member Resource

Brought to you by Neola

SUPERINTENDENT'S CALENDAR: A COMPREHENSIVE LOOK AT THE SCHOOL YEAR

Every superintendent knows that running a school district requires a never-ending list of things to do. Reports, applications, meetings, calendars, evaluations, more reports – the demands are high and the pace is fast for school leaders.

In an effort to help our members organize and manage the day-to-day, week-to-week, and month-to-month demands of leading a school district, MASA has created the Superintendent's Calendar.

Running from August to July, this **comprehensive monthly checklist serves as a guide to help you navigate through the school year**, ensuring that your district hits its deadlines, and keeps moving forward. It includes links to relevant reports and applications that will help focus and streamline your team's efforts.

The tasks for each month are broken down into top-line categories, including:

- **Board To-Dos**
- **Central Office**
- **Finance**
- **Food Service**
- **Transportation**
- **Professional Development**

We're also including a **professional development checklist**, which outlines the professional learning opportunities available from MASA and our partners. Use this checklist to find the dates where you can really invest in yourself and your professional career.

This interactive document was designed to make it easy to use. Simply download it to your files to update as you assign tasks and set due dates throughout the year. It includes areas where you can make notes on how your processes are working and where there may be room for improvement.

The contents of the Superintendent's Calendar were **developed, researched, and vetted by MASA staff and members of MASA's Professional Growth and Leadership Committee, representatives from MASB, MSBO, MDE, and Thrun Law Firm, as well as practicing superintendents.** MASA would like to thank everyone who contributed their time, skills, and invaluable contributions to the creation of the Superintendent's Calendar.

We hope you find the Superintendent's Calendar to be a **useful and effective tool for you and your team to use throughout the 2021-22 school year.** If you have any comments about the Superintendent's Calendar or suggestions for additional items to include in the future, please send an email to admin@gomasa.org. Insight and feedback from our members are always welcome.

ONGOING PROJECTS

Notes and Comments:

Month	Start	Stop	Continue

AUGUST CHECKLIST

Superintendent and Central Office To-Dos:

	Description	Assigned to	Due by	Completed
Central Office	Finalize and submit annual administrator evaluation goals			
	Finalize administrator evaluation process and timeline (to include check-in meeting schedule with each administrator)			
	Revisit the process, procedures, and timelines for employee evaluations (include a plan to measure student growth over the school year)			
	Establish administrative meeting schedule for the year			
	Prepare and distribute a staff directory			
	Finalize a school district calendar to include: ▪ Open house dates ▪ Parent/student/teacher conferences ▪ Athletic/arts and school events ▪ Vacation/break schedules ▪ Other			
	Prepare a written communication to all employees: ▪ Calendar information ▪ Events and activities ▪ Updates and what's new ▪ Inspirational message entering into a new school year			
	Ensure any cooperative agreement contracts are signed			
	Ensure all buildings and grounds are safe and clean			
	Revisit emergency drill requirements, processes, and timelines for practice drills **(three fire drills required by Dec. 1)**			
	Prepare and send out parent newsletter with relevant back to school information			
	Finalize personnel assignments			
	Submit modifications to Title I School Selection in MEGS+/NexSys, if required			
	Submit modifications to Consolidated Application in MEGS+/NexSys, if required			
	Finalize SIP **(due Sept. 1)**			
	Register for the 2021 MASA Fall Conference (Sept. 22-24)			
	Update enrollment projections			
	Summer Programming Grant Budgets Available in MEGS+/NexSys **(Aug. 1)**			
	Develop Benchmark goals **(due Sept. 15)**			
	Update OK2SAY school emergency contact information			
	Finance - Pay Prior Year State Aid Note and Review Current Year State Aid Note (Closes 8/20)			
	Food Service - Prepare and Publish Free/Reduced Lunch Notice, Michigan Nutrition Data System			
	Transportation - Finalize bus stops and bus routes, bidding for bus routes			
	Other - Provide identification cards with the National Suicide Prevention Hotline to grades 6-12 **(required by Oct. 15)**			

AUGUST CHECKLIST (CONT.)

Board To-Dos:			
Description	**Assigned to**	**Due by**	**Completed**
Informal board update - continue discussions on superintendent goal-setting process			
Engage in school board self-evaluation (if applicable)			
ISDs - Begin evaluation, update on evaluation, school of choice timelines, NEOLA Policy Adoption			
Attend MASB Summer Institute **(Aug.6-8)**			

DISTRICT TIP

Develop a plan to use social media to highlight positive aspects of your school district.

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **MASB Summer Institute and Board Member Certification**
  August 6-8, 2021
  Virtual
- ☐ **Intro to NSLA/Leadership**
  August 12, 2021
  Virtual
- ☐ **MASB Back to School Legal Workshop (Hybrid)**
  August 26, 2021
  MASB Office, Virtual
- ☐ **NSLA: Governance**
  September 21, 2021
  Grand Traverse Resort
- ☐ **MASA 2021 Fall Conference**
  September 22-24, 2021
  Grand Traverse Resort

Get the most up-to-date information on MASA events at gomasa.org/events

SEPTEMBER CHECKLIST

Superintendent and Central Office To-Dos:				
	Description	Assigned to	Due by	Completed
Central Office	Send out Schools of Choice (SOC) notice of acceptance (no later than 1st Friday of the school year)			
	Develop Benchmark goals **(due Sept. 15)**			
	Review membership count protocols and practices, aligning them across the district			
	Plan Homeless Service Plan (Homeless Liaison) to be followed throughout the year ▪ NCHE's Homeless Liaison Toolkit			
	Submit Special Education Report (SE 4096)			
	Update employee seniority lists			
	Publicize board election notice (if applicable)			
	Submit modifications to Title I School Selection in MEGS+/NexSys, if required			
	Submit modifications to Consolidated Application in MEGS+/NexSys, if required			
	Formulate Title III Part A, Language Instruction for English Learner Consortia, if necessary			
	Administer a Benchmark Assessment to K-8 students in reading and mathematics **(within the first 9 weeks of school)**			
	Review Emergency Operations Plan			
	Develop a plan to share student achievement data with your community			
	Celebrate Constitution and Citizenship Day **(Sept. 17)**			
Finance	Prepare workers comp. audit (should be promoted by the district provider)			
	Set annual tax levy			
	Plan for the audit report to the board later in the fall			
	Free and Reduced Lunch Application Report **(due Oct. 1)**			
	Certify winter taxes			
Transportation	Prepare for state police inspection of bus fleet			
	Transportation Expenditure Report (SE 4094)			
Other	Provide identification cards with the National Suicide Prevention Hotline to grades 6-12 **(required by Oct. 15)**			

SEPTEMBER CHECKLIST (CONT.)

Board To-Dos:			
Description	**Assigned to**	**Due by**	**Completed**
Review progress on superintendent goals for prior school year			
Review evaluation process and timeline (a 13-month evaluation cycle) for upcoming school year with superintendent			
Review proposed superintendent goals for upcoming school year			
Establish schedule with the superintendent to provide the board with goal progress updates			
Prepare for board elections			
L-4029 report (debt levy) to the Board for approval			
Complete Assurances and Certification in MEGS+/NexSys			
Engage in school board self-evaluation (if applicable)			

DISTRICT TIP

Be visible in your district the first week of school. Visit every building, including maintenance and transportation.

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **NSLA: Governance**
  September 21, 2021
  Grand Traverse Resort
- ☐ **MASA 2021 Fall Conference**
  September 22-24, 2021
  Grand Traverse Resort
- ☐ **MASA/MASB Admin Professional Workshop (Hybrid)**
  October 13, 2021
  MELG Building, Virtual
- ☐ **NSLA: Personnel and Negotiations**
  October 14, 2021
  MELG Building
- ☐ **MASB Preparing for your Organizational Meeting**
  October 20, 2021
  TBD

Get the most up-to-date on information on MASA events at gomasa.org/events

OCTOBER CHECKLIST

Superintendent and Central Office To-Dos:

	Description	Assigned to	Due by	Completed
Central Office	Complete the Student Count **(Oct. 6)**			
	Revisit guidelines and procedures around weather delays and school closings ▪ Include staff, parent and student communication protocols ▪ Include reviewing snow removal equipment and/or contracts			
	Check heating systems across the district			
	Prepare communication for the annual education report to the board and public			
	Finalize Assurances and Certifications in MEGS+/NexSys **(due Oct. 31)**			
	MDE posts Final Program Allocations on Office of Educational Supports, formerly Office of Field Services (OFS) webpage			
	Revisit and revise holiday guidelines and practices across the district			
	Prepare alternate calendar for extra snow days			
	Inform board of new Dept. of Treasury cap for medical plans			
	MDE posts estimated allocations of Section 31a grant at Office of Educational Supports, formerly Offices of Field Service (OFS)			
	Work on federal grant final reports if applicable (Title I, Title II, Title III) **(due Nov. 29)**			
	Administer the MKEO to incoming kindergarten students, if applicable **(due Nov. 1)**			
	Review Competitive Bid Threshold for fiscal year			
Finance	Debt service payment **(due Oct. 25, if applicable)**			
	Access grant funds (access monthly or quarterly depending on cash flow)			
	Review any budget amendments and actual costs (if applicable)			
	Amend budget and actual projected costs in MEGS+/NexSys **(due Oct. 31)**			
	Prepare Board Resolution for summer taxes, prepare audit			
Food	Review school meals report (used to calculate federal meal reimbursement)			
	Food Service verification process begins			
Other	Provide identification cards with the National Suicide Prevention Hotline to grades 6-12 **(required by Oct. 15)**			

OCTOBER CHECKLIST (CONT.)

Board To-Dos:			
Description	**Assigned to**	**Due by**	**Completed**
Receive the annual education report for the district			
Prepare for the annual audit report			
Receive a student count update			
Approve amended budget (if applicable)			
Register for MASB's annual conference (if applicable)			
Update on board election process			

DISTRICT TIP

Prepare for cold temperatures: Check heating systems across your district.

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **MASA/MASB Admin Professional Workshop (Hybrid)**
  October 13, 2021
  MELG Building, Virtual
- ☐ **NSLA: Personnel and Negotiations**
  October 14, 2021
  MELG Building
- ☐ **MASB Preparing for Your Organizational Meeting**
  October 20, 2021
  TBD
- ☐ **MASB Annual Leadership Conference**
  November 11-14, 2021
  Amway Grand Plaza
- ☐ **NSLA: Finance and Funding**
  November 18, 2021
  Virtual
- ☐ **Small & Rural Schools Conference**
  November 22-23 2021
  Inn at Bay Harbor

Get the most up-to-date information on MASA events at gomasa.org/events

NOVEMBER CHECKLIST

Superintendent and Central Office To-Dos:				
	Description	Assigned to	Due by	Completed
Central Office	Medical Allowable Expense Report (MAER) **(due Nov. 30)**			
	Complete SAT online testing waiver (if applicable)			
	Upload individual student count data with UIC Codes **(due Nov. 17)** ▪ The State School Aid Act of 1979 Act 94 ▪ Center for Educational Performance and Information website			
	Complete transparency data update on the district website			
	Submit Title I School Selection and Consolidated Application **by Nov. 30**			
	LEAs begin work on Comprehensive Needs Assessment for 2019-2020 by gathering demographic community, staff, and student data			
	MDE posts Final Program Allocations on Office of Educational Supports, formerly Offices of Field Service (OFS) website			
	Submit MSDS Fall General Certification **(due Nov. 10)**			
Finance	Prepare board resolution on summer tax collection (if applicable)			
	Review budget and consider budget revision			
	Complete qualifying application for borrowing **(due Dec. 31)** ▪ State and Authority Finance ▪ Steps For Submitting The Online Qualifying Statement			
	Upload audit to Treasury, Federal Audit Clearinghouse and CEPI **(due Nov. 1; auditor will assist)** ▪ Guidance on Electronic Filing of Financial Statement Audits ▪ The State School Aid Act of 1979 (EXCERPT) Act 94 ▪ FAC Internet Data Entry System ▪ Electronic Code of Federal Regulations			
	Submit final expenditure report in Cash Management System (CMS) **(due Nov. 30)** ▪ Office of Educational Supports Informational Page (Formerly the Office of Field Services) ▪ MDE Cash Management System (CMS) Login Site			
	Complete Budget Transparency Report **(due Nov. 30)**			
	Complete annual disclosure report with financial advisor firm (if applicable)			
Other	Celebrate Education Support Staff Professionals – Nov. 17			

NOVEMBER CHECKLIST (CONT.)

Board To-Dos:			
Description	**Assigned to**	**Due by**	**Completed**
Conduct superintendent evaluation			
Upon certification of election, have new board members accept oath of office. Notary is required. Check with local clerk for timeline			
Attend MASB's annual conference			
Engage in school board elections (if applicable)			
Prepare new board member orientation (if applicable)			
Consider summer tax collection resolution (if applicable)			

DISTRICT TIP

Send an email to all of your staff thanking them for their hard work this school year.

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **MASB Annual Leadership Conference**
  November 11-14, 2021
  Amway Grand and DeVos Place
  Grand Rapids
- ☐ **NSLA: Finance and Funding**
  November 18, 2021
  Virtual
- ☐ **Small & Rural Schools Conference**
  November 22-23 2021
  Inn at Bay Harbor
- ☐ **MASB December CBA Weekend**
  December 10-12, 2021
  Virtual

Get the most up-to-date information on MASA events at gomasa.org/events

DECEMBER CHECKLIST

Superintendent and Central Office To-Dos:				
	Description	Assigned to	Due by	Completed
Central Office	Upload Registry of Education Personnel (REP) on CEPI **(due Dec. 1)**			
	Submit Title I Comparability Certification in MEGS+/NexSys **(due Dec. 11)**			
	Begin to think about next year's curriculum, instruction, materials and assessment needs across the district (work, costs and timelines)			
	Register for the MASA Midwinter Conference **(Jan. 19-21, 2022)**			
	Begin to prepare for contract negotiations (if applicable)			
	Present Benchmark information to Board of Education by the first meeting in February			
	Post SOC Notice two weeks prior to semester end, if considering second semester SOC			
	Revisit guidelines on weather delays, coordinate weather communication chains, finalize procedures for snow days			
	Transportation: Check plows on maintenance trucks and salt supply			
Other				

DECEMBER CHECKLIST (CONT.)

Board To-Dos:			
Description	**Assigned to**	**Due by**	**Completed**
Engage in new board member orientation (if applicable) in December or January			
Adopt a summer tax levy to direct local taxing jurisdictions to levy half or all school taxes on July 1 (if applicable) **(due Dec. 31)**			

DISTRICT TIP

Check in on your social media plan from the beginning of the year. Make adjustments based on your goals and strategic plan.

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **MASB December CBA Weekend**
  December 10-12, 2021
  Virtual
- ☐ **NSLA: Teaching and Learning**
  January 6, 2022
  MELG Building
- ☐ **MASA Midwinter Conference**
  January 19-21, 2022
  Grand Rapids
- ☐ **NSLA: Equity and Social Justice Leadership**
  February 10, 2022
  Virtual
- ☐ **Michigan School Testing Conference**
  February 22-24, 2022
  TBD

Get the most up-to-date information on MASA events at gomasa.org/events

JANUARY CHECKLIST

Superintendent and Central Office To-Dos:				
	Description	Assigned to	Due by	Completed
Central Office	Submit Consolidated Application Budget Amendments in MEGS+/NexSys **(due Jan. 15)**			
	Present Benchmark information to Board of Education by the first meeting in February			
	Begin to think about administrator contract renewal and/or extensions			
	Begin to think about employee contract negotiations			
	Perform mid-year progress reports per section 1249 of the School Code			
	Attend the MASA Midwinter Conference			
	Review mid-year administrative evaluations to identify any potential concerns for contract non-renewals			
	Begin staffing discussions with building administrators			
	Review current enrollment and enrollment projections			
Finance	Review budget and begin planning for the next year (budget parameters, budget adjustments, etc.)			
	Complete worker's compensation payroll estimates			
	Distribute W-2s and 1099s to employees			
Other	School Board Recognition Month			

JANUARY CHECKLIST (CONT.)

Board To-Dos:			
Description	**Assigned to**	**Due by**	**Completed**
Ceremonial swearing-in of new board members			
Celebrate School Board Recognition Month			
Begin budget parameter discussion			
Draft a superintendent evaluation process and timeline			
Adopt superintendent goals, evaluation process, timeline, and communication plan for upcoming school year			
Register for MASB Winter Institute **(Feb. 25-27)**			

DISTRICT TIP

At the end of the first semester, send a message to parents thanking them for a great first half and encouraging them for the second half of the school year.

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **NSLA: Teaching and Learning**
  January 6, 2022
  MELG Building
- ☐ **MASA Midwinter Conference**
  January 19-21, 2022
  Grand Rapids
- ☐ **NSLA: Equity and Social Justice Leadership**
  February 10, 2022
  Virtual
- ☐ **Michigan School Testing Conference**
  February 22-24, 2022
  TBD
- ☐ **MASB 2022 Winter Institute**
  February 25-27, 2022
  Virtual
- ☐ **MASB Board Presidents Workshop**
  February 26, 2022
  Virtual
- ☐ **MASB Advanced Board Presidents Workshop**
  February 27, 2022
  Virtual

Get the most up-to-date information on MASA events at gomasa.org/events

FEBRUARY CHECKLIST

Superintendent and Central Office To-Dos:

	Description	Assigned to	Due by	Completed
Central Office	Pupil Count Day **(Feb. 9)**			
	Begin plans for building a high school schedule with certified/qualified staffing information and tentative student numbers			
	Begin to think about non-renewals and employee layoffs (if needed)			
	Secondary students begin scheduling courses for next school year			
	Present Benchmark information to Board of Education by the first meeting in February			
	LEAs begin work on Program Evaluations			
	LEAs continue work on Comprehensive Needs Assessment for 2020-21, ensuring staff, parent, and student surveys are sent for feedback			
Finance	Continue budget planning for next school year			
Food	Food Service Verification report due			
Other				

FEBRUARY CHECKLIST (CONT.)

Board To-Dos:

Description	Assigned to	Due by	Completed
Attend MASB Winter Institute			

DISTRICT TIP

Grow female leaders in your district by encouraging women on your teams to attend the MASA Women in Leadership Conference this April.

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **NSLA: Equity and Social Justice Leadership**
  February 10, 2022
  Virtual
- ☐ **AASA Conference**
  February 17-19
  Nashville, TN
- ☐ **Michigan School Testing Conference**
  February 22-24, 2022
  TBD
- ☐ **MASB 2022 Winter Institute**
  February 25-27, 2022
  Virtual
- ☐ **MASB Board Presidents Workshop**
  February 26, 2022
  Virtual
- ☐ **MASB Advanced Board Presidents Workshop**
  February 27, 2022
  Virtual
- ☐ **NSLA: Policy, Law, and Legislations**
  March 17, 2022
  Virtual

Get the most up-to-date information on MASA events at gomasa.org/events

MARCH CHECKLIST

Superintendent and Central Office To-Dos:

	Description	Assigned to	Due by	Completed
Central Office	Finalize employee evaluations and finalize board recommendations for non-renewal			
	Submit school improvement plans			
	Review staffing plans for all buildings			
	Draft an elementary staffing plan for next school year with tentative student numbers at each grade			
	Revisit district and school professional learning needs and finalize a plan and timeline for next school year			
	Upload individual student count data with UIC Codes **(due March 16)** ▪ The State School Aid Act of 1979 Act 94 of 1979 ▪ Center for Educational Performance and Information			
	Submit At-Risk Pupil Free and Reduced Meals Count **(due March 15)**			
	Notify private schools of their right to participate in federal programs			
	Plan summer school programming			
Other				

MARCH CHECKLIST (CONT.)

Board To-Dos:

Description	Assigned to	Due by	Completed
Review budgeting policies and protocols (fund balance, budgeting restrictions, etc.)			

DISTRICT TIP

Take the time to focus on your own professional development. Check the MASA website for the most up-to-date offerings, such as webinars, microcredentials and drive-in workshops.

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **NSLA: Policy, Law, and Legislations**
  March 17, 2022
  Virtual
- ☐ **MASA/MASB Admin Professionals Workshop**
  April 12, 2022
  MELG Building
- ☐ **NSLA: Communications and Media**
  April 14 2022
  MELG
- ☐ **Women in Leadership Conference**
  April 21-22, 2022
  Inn at Bay Harbor
- ☐ **MASB 2022 Spring Board Member CBA Weekend**
  April 22-24, 2022
  TBD
- ☐ **MASB Board Presidents Weekend**
  April 22, 2022
  TBD
- ☐ **MASB Advanced Board Presidents Workshop**
  April 23, 2022
  TBD

Get the most up-to-date information on MASA events at gomasa.org/events

APRIL CHECKLIST

Superintendent and Central Office To-Dos:

	Description	Assigned to	Due by	Completed
Central Office	Prepare employee non-renewal recommendations for board action			
	M-STEP/MME/SAT/PSAT testing			
	ACT WorkKeys testing			
	Draft a school calendar and clock hours for next school year – if applying for Labor Day Waiver, begin scheduling hearing with MDE			
	Begin to pull data and information for next year's Schools of Choice (if applicable)			
	Complete Comprehensive Needs Assessment to develop DIP/SIP based on demographic, perception, process, and achievement data			
	Renew Emergency Operations Plan			
Finance	Attend MSBO Annual Conference **(April 26-28)**			
Other	Administrative Professionals Day **(April 27)**			
	Re-evaluate insurance coverages for buildings and any district property (e.g. technology) added during the year			

APRIL CHECKLIST (CONT.)

Board To-Dos:			
Description	**Assigned to**	**Due by**	**Completed**
Act on non-renewal of employees			
Informal Evaluation Update			
Hold a budget workshop with Board			
Review ISD Budget			
Informal update from Superintendent, Board to offer input			

DISTRICT TIP

Prepare for Teacher Appreciation Week – May 2-6

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **MASA/MASB Admin Professionals Workshop**
  April 12, 2022
  MELG Building
- ☐ **NSLA: Communications and Media**
  April 14 2022
  MELG
- ☐ **Women in Leadership Conference**
  April 21-22, 2022
  Inn at Bay Harbor
- ☐ **MASB 2022 Spring Board Member CBA Weekend**
  April 22-24, 2022
  TBD
- ☐ **MASB Board Presidents Weekend**
  April 22, 2022
  TBD
- ☐ **MASB Advanced Board Presidents Workshop**
  April 23, 2022
  TBD
- ☐ **MSBO Annual Conference**
  April 26-28, 2022
  Amway Grand Plaza Hotel
- ☐ **NSLA: Leadership Revisited**
  May 13, 2022
  MELG
- ☐ **MASB Communications & Marketing Conference**
  May 18-19, 2022
  TBD

Get the most up-to-date information on MASA events at gomasa.org/events

MAY CHECKLIST

Superintendent and Central Office To-Dos:				
	Description	Assigned to	Due by	Completed
Central Office	Review Headlee information and timelines			
	MDE posts Preliminary Program Allocations on OFS Website/MEGS+/NexSys			
	Initiate Title I School Selection and Consolidated Application in MEGS+/NexSys **(due June 30)**			
	Begin Great Start Readiness Program (GSRP) communication and application			
	Review district policies for required Board reports (per local, state and federal requirements)			
	Administer a Benchmark Assessment to K-8 students in reading and mathematics **(no later than last day of school)**			
Finance	Project annual cash flow to determine if borrowing is necessary			
	Update indirect cost date with MDE			
Other	Celebrate Teacher Appreciation Week – May 2-6			

MAY CHECKLIST (CONT.)

Board To-Dos:			
Description	**Assigned to**	**Due by**	**Completed**
Adopt final superintendent evaluation recommendation			
Approve ISD budget			
ISD board elections (every other year)			

DISTRICT TIP

Celebrate Teacher Appreciation Week – May 2-6

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **MASA School Safety Summit**
  May 3, 2022
  Crowne Plaza, Lansing
- ☐ **Reading Now Network 2.0 Drive-In**
  May 5, 2022
  Crowne Plaza, Lansing
- ☐ **NSLA: Leadership Revisited**
  May 13, 2022
  MELG
- ☐ **MASB Communications & Marketing Conference**
  May 18-19, 2022
  TBD

Get the most up-to-date information on MASA events at gomasa.org/events

JUNE CHECKLIST

Superintendent and Central Office To-Dos:				
	Description	Assigned to	Due by	Completed
Central Office	Establish administrator evaluation process and timeline			
	MASA Membership Renewal **(due July 1)**			
	Prepare Program Evaluation (PET) **(district and school are due July 1)**			
	The Single Building District Improvement Plan (SBDIP) is due			
	Administer a Benchmark Assessment to K-8 students in reading and mathematics **(no later than last day of school)**			
	Submit Title I School Selection (TISS) and Consolidated Application in MEGS+/NexSys **(due June 30)**			
	Consider Schools of Choice participation and guidelines			
	Notify any private schools in writing of services and allocation for next school year			
	Upload Registry of Education Personnel (REP) on CEPI **(due June 30)**			
	Upload School Infrastructure Database (SID) on CEPI **(due June 30)**			
	Update internal controls procedures for processes and grants			
	Initiate Grants in MEGS+/NexSys with preliminary budget			
	Update contracts for next school year for payroll purpose (July-June)			
	Set summer school programming			
	Update OK2SAY school emergency contact information			
	Set timelines for summer on Schools of Choice with links to timelines			
Finance	Prepare special education budget			
	Complete State Aid Note application **(due June 30)**			
	Prepare for truth in budgeting board hearing			
Trans	Update Bus Inventory **(due June 30)**			
Other				

JUNE CHECKLIST (CONT.)

Board To-Dos:			
Description	**Assigned to**	**Due by**	**Completed**
Hold public hearing on the budget			
Adopt general appropriations budget			
Formal update from Board President, Superintendent – halfway point for evaluation update, progress, goals			

DISTRICT TIP

Visit every building before the end of the school year to thank teachers and staff for their hard work.

NOTES

PLAN YOUR OWN PD EVENT IN YOUR DISTRICT

Title/Topic _____

_____

Audience _____

Date _____

Time _____

Location _____

Description _____

Get the most up-to-date information on MASA events at gomasa.org/events

JULY CHECKLIST

Superintendent and Central Office To-Dos:				
	Description	Assigned to	Due by	Completed
Central Office	Review any cooperative agreements/shared services			
	Finalize school calendar			
	Send out parent information and notifications			
	Section 31a Program Report in MEGS+/NexSys **(due July 15)**			
	Days and Clock Hour Report **(due August 1)**			
	Complete Seat Time Waiver Report			
	Get board approval for District Improvement Plan, if not yet approved **(due July 30)**			
	Fill staff positions			
	Summer School Programming			
	Set up IEP Team Meetings			
	MHSAA concussion requirements			
	For central office section: Summer Programming Grant Budgets Available in MEGS+/NexSys **(Aug. 1)**			
	Submit Annual Bullying Report			
Finance	Close fiscal year books and prepare for audit			
	Review/renew auditor contract (may want put out an auditor RFP every 3 to 5 years)			
	Check district insurance policies and expiration dates			
	Do financial projections to determine borrowing needs and timeline (seek approval to borrow in August)			
	Determine total State Equalized Value (SEV) and Taxable Value (TAV) for the district			
	Update signature cards at the bank (if needed)			
	Price borrowing (email copy to Michigan Department of Treasury)			
	Engage in district audit (July or August)			
Food	Set hot lunch/milk contractors and prices			
	Prepare Free/Reduced Applications for dissemination and public notice			
	Solicit food service bids and develop monthly state reporting calendar			
Transportation	Prepare bus specifications			
	Bids on bus fleet fuel			
	Establish bus driver training schedule			
	Establish a schedule for vehicle maintenance and bus fleet checks			
	Revisit transportation guidelines (field trips, overnight trips, etc.) (if applicable)			
Other				

JULY CHECKLIST (CONT.)

Board To-Dos:			
Description	**Assigned to**	**Due by**	**Completed**
Organizational meeting in preparation for the next school year			
Consider a summer retreat for team building and begin superintendent goal-setting process, self-evaluation			
Adopt district contracts for next school year			
Adopt a Resolution to Borrow **(due August 1)**			
Adopt Lunch Price Resolution			
Approve MHSAA membership			
Adopt Legal Services			

DISTRICT TIP

Renew your MASA membership!

NOTES

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

☐ **MASA 2022 Fall Conference**
September 20-22, 2022
Traverse City

Get the most up-to-date information on MASA events at gomasa.org/events

Michigan Association of Superintendents & Administrators
1001 Centennial Way, Suite 300, Lansing, MI 48917
(517) 327-5910 | www.gomasa.org | @MASAsupts