

2023-24

# Superintendent's Calendar



*A monthly checklist for school districts*

# 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 2023-24 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](mailto:admin@gomasa.org). Insight and feedback from our members are always welcome.



## ONGOING PROJECTS

### Notes and Comments:

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# 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: <ul style="list-style-type: none"> <li>Open house dates</li> <li>Parent/student/teacher conferences</li> <li>Athletic/arts and school events</li> <li>Vacation/break schedules</li> <li>Other</li> </ul>			
	Prepare a written communication to all employees: <ul style="list-style-type: none"> <li>Calendar information</li> <li>Events and activities</li> <li>Updates and what's new</li> <li>Inspirational message entering into a new school year</li> </ul>			
	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 <b>(three fire drills required by Dec. 1)</b>			
	Prepare and send out parent newsletter with relevant back to school information			
	Finalize personnel assignments			
	Submit modifications to Title I School Selection in <a href="#">NexSys</a> , if required			
	Review <a href="#">MICIP checklist</a> items for the month			
	<a href="#">Register for the 2023 MASA Fall Conference</a> <b>(Sept. 20-22)</b>			
	Update enrollment projections			
	Days and Clock Hours Collection Closes <b>(due Aug. 1)</b>			
	Develop Benchmark goals <b>(due Sept. 15)</b>			
	Update <a href="#">OK2SAY school emergency contact information</a>			
	<a href="#">Submit Special Education Report</a> (SE 4096) <b>(Opens Aug. 2, due Sept. 29)</b>			
	<b>Food Service</b> - Submit modifications to CNP: Coordinated Application in NexSys, if required			
	<b>Food Service</b> - <a href="#">Prepare and Publish Free/Reduced Lunch Notice</a> , <a href="#">Michigan Nutrition Data System</a>			
	<b>Transportation</b> - Finalize bus stops and bus routes, bidding for bus routes			
	<b>Other</b> - <a href="#">Provide identification cards with the National Suicide Prevention Hotline to grades 6-12</a>			

# 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 <b>(Aug. 11-13)</b>			

### DISTRICT TIP

*Notify parents and guardians of students that they will receive advance notice of the application of a pesticide at school, if applicable (within 30 days of start of school)*

### NOTES

### UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ [MASB Summer Institute](#)  
August 11-13, 2023  
Clinton Township
- ☐ [MASB Back to School Legal Workshop](#)  
August 17, 2023  
Virtual

Get the most up-to-date information on  
MASA events at [gomasa.org/events](https://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 <b>(no later than 1st Friday of the school year)</b>			
	Establish school level academic goals in support of existing MICIP academic goals (encouraged by MDE after repeal of 98b requirements)			
	Review membership count protocols and practices, aligning them across the district			
	Plan <a href="#">Homeless Service Plan</a> (Homeless Liaison) to be followed throughout the year			
	<a href="#">Submit Special Education Report</a> (SE 4096) <b>(due Sept. 29)</b>			
	Update employee seniority lists			
	Publicize board election notice (if applicable)			
	Submit modifications to Title I School Selection in <a href="#">NexSys</a> , if required			
	Submit modifications to Consolidated Application in <a href="#">NexSys</a> , 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 <b>(within the first 9 weeks of school)</b>			
	Review Emergency Operations Plan			
	Develop a plan to share student achievement data with your community			
	Celebrate Constitution and Citizenship Day <b>(Sept. 17)</b>			
Finance	Review <a href="#">MICIP checklist</a> items for the month			
	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			
Transportation	<a href="#">Free and Reduced Lunch Application Report</a> <b>(due Oct. 1)</b>			
	Certify winter taxes			
	Prepare for state police inspection of bus fleet			
	<a href="#">Transportation Expenditure Report</a> (SE 4094)			
Other				
	<a href="#">Provide identification cards with the National Suicide Prevention Hotline to grades 6-12</a> <b>(required by Oct. 15)</b>			
	Notify parents and guardians of students that they will receive <a href="#">advance notice of the application of a pesticide at school</a> , if applicable <b>(within 30 days of start of school)</b>			

## 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 if applicable			
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

*If you were required to submit Benchmark Data last year. Follow the same process as the previous school year to save time!*

## NOTES

[illegible]

## UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ [\*\*MASA Fall Conference\*\*](#)  
September 20-22, 2023  
Grand Traverse Resort
- ☐ [\*\*Leader Assistant Fall Workshop\*\*](#)  
September 27, 2023  
Hybrid - Lansing/Zoom

Get the most up-to-date on information on  
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## Central Office

## Finance


Food

## Other



# 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				



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**Paul Soma // Director // 231.995.5406**

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### UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

☐ [MASB Preparing for Your Organizational Meeting Workshop](#)  
October 12, 2023  
Lansing

☐ [MDE Fall Continuous Improvement Conference](#)  
October 19, 2023  
Lansing

Get the most up-to-date on information on MASA events at [gomasa.org/events](https://gomasa.org/events)

# NOVEMBER CHECKLIST

Superintendent and Central Office To-Dos:				
	Description	Assigned to	Due by	Completed
Central Office	<a href="#">Medical Allowable Expense Report</a> (MAER) <b>(due Nov. 1)</b>			
	Complete SAT online testing waiver (if applicable)			
	Upload individual student count data with UIC Codes <ul style="list-style-type: none"> <li><a href="#">The State School Aid Act of 1979 Act 94</a></li> <li><a href="#">Center for Educational Performance and Information website</a></li> </ul>			
	Complete transparency data update on the district website			
	Submit Title I School Selection and Consolidated Application <b>by Nov. 30</b>			
	LEAs begin work on Comprehensive Needs Assessment for 2019-2020 by gathering demographic community, staff, and student data			
	MDE posts Final Program Allocations on <a href="#">Office of Educational Supports, formerly Offices of Field Service (OFS)</a> website			
	<a href="#">Submit MSDS Fall General Certification</a> <b>(due Nov. 15)</b>			
	Review <a href="#">MICIP checklist</a> items for the month			
Finance	Prepare board resolution on summer tax collection (if applicable)			
	Review budget and consider budget revision			
	Complete qualifying application for borrowing <b>(due Dec. 31)</b> <ul style="list-style-type: none"> <li><a href="#">State and Authority Finance</a></li> </ul>			
	<a href="#">Upload audit to Treasury, Federal Audit Clearinghouse</a> and <a href="#">CEPI</a> <b>(due Nov. 1; auditor will assist)</b> <ul style="list-style-type: none"> <li><a href="#">Guidance on Electronic Filing of Financial Statement Audits</a></li> <li><a href="#">The State School Aid Act of 1979 (EXCERPT) Act 94</a></li> <li><a href="#">FAC Internet Data Entry System</a></li> <li><a href="#">Electronic Code of Federal Regulations</a></li> <li><a href="#">School Meals Report to CEPI via NexSys</a></li> </ul>			
	Submit <a href="#">final expenditure report</a> in Cash Management System (CMS) <b>(due Nov. 30)</b> <ul style="list-style-type: none"> <li><a href="#">Office of Educational Supports Informational Page (Formerly the Office of Field Services)</a></li> <li>MDE Cash Management System (CMS) <a href="#">Login Site</a></li> </ul>			
	Complete <a href="#">Budget Transparency Report</a> <b>(due Nov. 1)</b>			
	Complete annual disclosure report with financial advisor firm (if applicable)			
	<b>Food Service</b> - Verification complete by Nov. 15			
Other	Celebrate Education Support Staff Professionals Day – Nov. 15			

## NOVEMBER CHECKLIST (CONT.)

## Board To-Dos:

Description	Assigned to	Due by	Completed
Conduct superintendent evaluation (if applicable)			
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

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## UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ [MASB Annual Leadership Conference](#)  
November 9-12, 2023  
Lansing
  - ☐ [Small & Rural Schools Conference](#)  
November 20-21, 2023  
Bay Harbor

Get the most up-to-date information on  
MASA events at [gomasa.org/events](http://gomasa.org/events)

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## 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

- ☐ [MASA Midwinter Conference](#)  
January 24-26, 2024  
Detroit
- ☐ [Michigan School Testing Conference](#)  
February 13-15, 2024  
Ann Arbor

Get the most up-to-date information on MASA events at [gomasa.org/events](https://gomasa.org/events)



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## Finance

## Other

# JANUARY CHECKLIST (CONT.)

Board To-Dos:			
Description	Assigned to	Due by	Completed
Ceremonial swearing-in of new board members			
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. 2-4)			

## 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

- ☐ [MASA Midwinter Conference](#)  
January 24-26, 2024  
Detroit
- ☐ [Michigan School Testing Conference](#)  
February 13-15, 2024  
Ann Arbor
- ☐ [MASB Winter Institute](#)  
February 2-4, 2024  
Virtual
- ☐ [AASA National Conference](#)  
February 15-17, 2024  
San Diego, CA

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# FEBRUARY CHECKLIST (CONT.)

Board To-Dos:			
Description	Assigned to	Due by	Completed
Attend MASB Winter Institute			



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**UPCOMING PROFESSIONAL  
DEVELOPMENT OPPORTUNITIES**

☐ [Michigan School Testing  
Conference](#)  
February 13-15, 2024  
Ann Arbor

☐ [MASB Winter Institute](#)  
February 2-4, 2024  
Virtual

☐ [AASA National Conference](#)  
February 15-17, 2024  
San Diego, CA

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## Other



## MARCH CHECKLIST (CONT.)

## Board To-Dos:

[illegible]

## 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, and drive-in workshops.*

## NOTES

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## UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ [Women in Leadership Conference](#)  
April 10-11, 2024  
Traverse City
  - ☐ [Spring Leader Assistant Workshop](#)  
April 18, 2024  
Hybrid – Lansing/Zoom

Get the most up-to-date on information on  
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## 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

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

## NOTES

[illegible]

## UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- ☐ **Women in Leadership Conference**  
April 10-11, 2024  
Traverse City
  - ☐ **Spring Leader Assistant Workshop**  
April 18, 2024  
Hybrid – Lansing/Zoom

Get the most up-to-date information on  
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# 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 6-10*

**PLAN YOUR OWN PD EVENT  
IN YOUR DISTRICT**

Title/Topic \_\_\_\_\_

Audience \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Description \_\_\_\_\_

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**NOTES**



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## Central Office

## Finance

Trans

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

*Make a plan for engaging marquee signs and social media over the summer. Just because school is out doesn't mean connecting with stakeholders stops!*

## NOTES

## PLAN YOUR OWN PD EVENT IN YOUR DISTRICT

Title/Topic \_\_\_\_\_

\_\_\_\_\_

Audience \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

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# 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			
	<a href="#">Section 31a Program Report</a> in <a href="#">NexSys</a> (due July 15)			
	<a href="#">Days and Clock Hour Report</a> (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			
	Summer Programming Grant Budgets Available in NexSys (Aug. 1)			
Finance	Submit Annual Bullying Report			
	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 <a href="#">State Equalized Value (SEV)</a> and <a href="#">Taxable Value (TAV)</a> for the district			
	Update signature cards at the bank (if needed)			
	Price borrowing (email copy to Michigan Department of Treasury)			
Food	Engage in district audit (July or August)			
	Set hot lunch/milk contractors and prices			
	<a href="#">Prepare Free/Reduced Applications</a> for dissemination and public notice			
Transportation	Solicit food service bids and develop monthly state reporting calendar			
	Prepare bus specifications			
	Bids on bus fleet fuel			
	Establish bus driver training schedule			
	Establish a schedule for vehicle maintenance and bus fleet checks			
Other	Revisit transportation guidelines (field trips, overnight trips, etc.) (if applicable)			
	Attend MASB Summer Institute			

# 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 <b>(due August 1)</b>			
Adopt Lunch Price Resolution			
Approve <a href="#">MHSA</a> membership			
Adopt Legal Services			

## DISTRICT TIP

*Renew your MASA membership!*

## UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

☐

**MASA 2024 Fall Conference**  
September 18-20, 2024  
Traverse City

## NOTES



**Michigan Association of Superintendents & Administrators**

1001 Centennial Way, Suite 300, Lansing, MI 48917  
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