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. Insight and feedback from our members are always welcome.

ONGOING PROJECTS

Notes a	nd Comments:		
Month	Start	Stop	Continue

AUGUST CHECKLIST

Description	Assigned to	Due by	Completed
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 NexSys, if required			
Review MICIP checklist items for the month			
Register for the 2023 MASA Fall Conference (Sept. 20-22)			
Update enrollment projections			
Days and Clock Hours Collection Closes (due Aug. 1)			
Develop Benchmark goals (due Sept. 15)			
Update OK2SAY school emergency contact information			
Submit Special Education Report (SE 4096) (Opens Aug. 2, due Sept. 29)			
Food Service - Submit modifications to CNP: Coordinated Application in NexSys, if required			
Food Service - Prepare and Publish Free/Reduced Lunch Notice, Michigan Nutrition Data System			
Transportation - Finalize bus stops and bus routes, bidding for bus routes			

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. 11-13)			

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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
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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

SEPTEMBER CHECKLIST

Description Description	Assigned to	Due by	Completed
Send out Schools of Choice (SOC) notice of acceptance (no later than 1st Friday of the school year)			
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 Homeless Service Plan (Homeless Liaison) to be followed throughout the year			
Submit Special Education Report (SE 4096) (due Sept. 29)			
Update employee seniority lists			
Publicize board election notice (if applicable)			
Submit modifications to Title I School Selection in NexSys, if required			
Submit modifications to Consolidated Application in 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)			
Review MICIP checklist 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			
Free and Reduced Lunch Application Report (due Oct. 1)			
Certify winter taxes			
Prepare for state police inspection of bus fleet			
Transportation Expenditure Report (SE 4094)			
Provide identification cards with the National Suicide Prevention Hotline to grades 6-12 (required by Oct. 15)			
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)			

SEPTEMBER CHECKLIST (CONT.)

Assigned to	Due by	Completed
	Assigned to	Assigned to Due by

DISTRICT TIP

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

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UPCOMING P	ROFESSIONAL
DEVELOPMENT	OPPORTUNITIES

	MASA Fall Conterence
Ш	September 20-22, 2023
	Grand Traverse Resort

	Leader Assistant Fall Works
╛	September 27, 2023
	Hybrid - Lansing/Zoom

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

OCTOBER CHECKLIST

Description	Assigned to	Due by	Completed
Complete the Student Count (Oct. 4)			
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 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 (memo released by MDE in early Oct.)			
Review MICIP checklist items for the month			
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 NexSys (due Oct. 31)			
Prepare Board Resolution for summer taxes, prepare audit			
Review school meals report (used to calculate federal meal reimbursement)			
Food Service verification process begins			
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					



UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES			
	MASB Preparing for Your Organizational Meeting Workshop October 12, 2023 Lansing		
	MDE Fall Continuous Improvement Conference October 19, 2023 Lansing		

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NOVEMBER CHECKLIST

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NOVEMBER CHECKLIST (CONT.)

Board To-Dos:					
Description 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)					

DISTRI	CT TIP
	an email to all of your staff thanking them eir hard work this school year.
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UPCOMING P	ROFESSIONAL
DEVELOPMENT	OPPORTUNITIES

MASB Annual	Leadership
Conference	
Name and A	0000

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

DECEMBER CHECKLIST

Description	Assigned to	Due by	Completed
Upload Registry of Education Personnel (REP) on CEPI (due Dec. 1)			
Submit <u>Title I Comparability Certification</u> in NexSys (due first business day in Dec.)			
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. 24-26, 2024)			
Begin to prepare for contract negotiations (if applicable)			
Post SOC Notice two weeks prior to semester end, if considering second semester SOC			
Submit modifications to Consolidated Application in NexSys, if required			
Revisit guidelines on weather delays, coordinate weather communication chains, finalize procedures for snow days			
Review MICIP checklist items for the month			
Transportation: Check plows on maintenance trucks and salt supply			

DECEMBER CHECKLIST (CONT.)

Board To-Dos:			
Description	Assigned to	Due by	Complete
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)			
Check in on your social media plan from the beginning of the year. Make adjustments based on your goals and strategic plan. NOTES	January 24-2 Detroit	vinter Conference 26, 2024	UNITIES ence
	Get the most up	-to-date informat	tion on

JANUARY CHECKLIST

S	Superintendent and Central Office To-Dos:			
	Description	Assigned to	Due by	Completed
	Submit Consolidated Application Budget Amendments in NexSys (due Jan. 18)			
	Present Benchmark information to Board of Education by the first meeting in February			
ě	Begin to think about administrator contract renewal and/or extensions			
Ĕ	Begin to think about employee contract negotiations			
<u>ت</u>	Perform mid-year progress reports per section 1249 of the School Code			
Central Office	Attend the MASA Midwinter Conference			
Ŏ	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 School Board Recognition Month			
	Review MICIP checklist items for the month			
90	Review budget and begin planning for the next year (budget parameters, budget adjustments, etc.)			
Finance	Complete worker's compensation payroll estimates			
ī	Distribute W-2s and 1099s to employees			
	School Board Recognition Month			
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JANUARY CHECKLIST (CONT.)

Assigned to	Due by	Completed
		Completed

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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.

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JPCOMING PROFESSIONAL VELOPMENT 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

FEBRUARY CHECKLIST

Superintendent and Central Office To-Dos:			
Description	Assigned to	Due by	Completed
Pupil Count Day (Feb. 14)			
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			
Review MICIP checklist for the month			
Establish school level academic goals in support of existing MICIP academic goals (encouraged by MDE after repeal of 98b requirements)			
Continue budget planning for next school year			
Attend MSBO Annual Conference (April 23-25)			
Food Contine Verification report CFA VCD due			
Food Service Verification report SFA-VCR due			
Schedule Wellness Committee meeting for annual review of Local Wellness Policy			

FEBRUARY CHECKLIST (CONT.)

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



JPCOMING PROFESSIONAL VELOPMENT 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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MARCH CHECKLIST

w MICIP checklist for the month w staffing plans for all buildings an elementary staffing plan for next school year with tentative student numbers at each grade it district and school professional learning needs and finalize a plan and timeline for next school year id individual student count data with UIC Codes (due March 15) The State School Aid Act of 1979 Act 94 of 1979 Center for Educational Performance and Information it At-Risk Pupil Free and Reduced Meals Count (due March 15) reprivate schools of their right to participate in federal programs summer school programming d MSBO Annual Conference (April 23-25)		
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summer school programming		
d MSBO Annual Conference (April 23-25)		

MARCH CHECKLIST (CONT.)

Board To-Dos:			
Description	Assigned to	Due by	Complete
Review budgeting policies and protocols (fund balance, budgeting restrictions, etc.)			
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	Women in Local Conference April 10-11, 2 Traverse City Spring Lead Workshop April 11, 202 Hybrid – Lan	eadership 2024 er Assistant	
	Get the most up-to- MASA events at		

APRIL CHECKLIST

Description	Assigned to	Due by	Completed
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)			
Review MICIP checklist for the month			
Renew Emergency Operations Plan			
Attend MSBO Annual Conference (April 23-25)			
Food service - complete application for Summer Food Service Program in NexSys, if required			
Administrative Professionals Day (April 24)			
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			

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

NOTES			

UPCOMING P	ROFESSIONAL
DEVELOPMENT	OPPORTUNITIES

	Women	in	Lead	ers	hip
	Confere	nc	<u>e</u>		Ī

April 10-11, 2024 Traverse City

Spring Leader Assistant
Workshop

April 11, 2024 Hybrid – Lansing/Zoom

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

MAY CHECKLIST

Review Headlee information and timelines MDE posts Preliminary Program Allocations on OFS Website NexSys Initiate Title I School Selection and Consolidated Application in 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) Establish school level academic goals in support of existing MICIP academic goals (encouraged by MDE after repeal of 98b requirements)		
Initiate <u>Title I School Selection and Consolidated Application</u> in 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) Establish school level academic goals in support of existing MICIP academic goals		
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Review MICIP checklist items for the month		
Project annual cash flow to determine if borrowing is necessary		
Update indirect cost date with MDE		
Food Service - Food Service Management Contracts renewed by June 30 and approved by MDE prior.		
Celebrate School Lunch Hero Day – May 3		
Celebrate Teacher Appreciation Week – May 6-10		
Finalize and lock in Community Eligibility Program (CEP) for next year in NexSys, if participating.		



Description dopt final superintendent evaluation recommendation pprove ISD budget	Assigned to	Due by	Completed
pprove ISD budget			
SD board elections (every other year)			

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Celebrate Teacher Appreciation Week – May 6-10

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PLAN YOUR OV	VN PD I	EVENT
IN YOUR D	DISTRIC	Т

Title/Topic
Audience
Date
Time
Location
Description

JUNE CHECKLIST

Description	Assigned to	Due by	Completed
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 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 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			
Review MICIP checklist items for the month			
Prepare special education budget			
Complete State Aid Note application (due June 30)			
Prepare for truth in budgeting board hearing			
Update Bus Inventory (due June 30)			

JUNE CHECKLIST (CONT.)

Assigned to	Due by	Completed
	Assigned to	Assigned to Due by

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!

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PLAN YOUR OWN PD EVEN	IT
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

Review any cooperative agreements/shared services Finalize school calendar Send out parent information and notifications Section 31a Program Report in 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 Summer Programming Grant Budgets Available in NexSys (Aug. 1) Submit Annual Bullying Report Close fiscal year books and prepare for audit Review/new 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) Prize borrowing (email copy to Michigan Department of Treasury) Engage in district audit (July or August) Set hat funch/milk contractors and prices Prepare Free/Fieduced Applications for dissemination and public notice Solicit food service bids and develop monthly state reporting calendar Prepare bus specifications Bids on bus fleet fuel Establish bus driver training schedule 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) Attend MASB Summer Institute	Description	Assigned to	Due by	Completed
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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!	
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NOTES	

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES
MASA 2024 Fall Conference September 18-20, 2024 Traverse City

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