

2024-25

Superintendent's Calendar



A monthly checklist for school districts

SUPERINTENDENT'S CALENDAR: A MONTHLY CHECKLIST FOR SCHOOL DISTRICTS

We know that running a school district equates to a never-ending to do list. Reports, applications, meetings, calendars, evaluations, more reports – the demands are high and the pace is fast for school leaders!

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

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

Each month's tasks and reminders are broken down into top-line categories, including:

- **Superintendent/Central Office**
- **Board of Education**
- **Finance**
- **Food Service**
- **Transportation**

We've also included a **professional development checklist**, which outlines the learning opportunities available from MASA and our partners. We encourage you to use this information to take and make time to invest in your growth, as well as your team's.

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

We hope the Superintendent's Calendar is a **useful and effective tool for you and your team throughout the 2024-25 school year!**

Note: This document is not intended to be, nor can it be a comprehensive checklist of all tasks and due dates. However, we want to ensure that it is as useful as possible and insight and feedback from members is always welcome! To suggest edits and/or additions for future editions of the Superintendent's Calendar, please email us at admin@gomasa.org.

The annual Superintendent's Calendar is developed, researched, and vetted by MASA staff with input and feedback from members of MASA's Professional Growth and Leadership Committee and other practicing superintendents, as well as representatives from MASB, MSBO, MDE, and Thrun Law Firm. We greatly appreciate our thought partners for sharing their time, energy, and expertise!



AUGUST CHECKLIST

Superintendent and Central Office To-Dos:				
	Description	Assigned to	Due by	Completed
Central Office	Finalize and submit annual administrator/supervisor evaluation goals			
	Finalize administrator/supervisor evaluation process and timeline (include check-in meeting schedule with each employee/administrator)			
	Establish administrative meeting schedule for the year			
	Prepare and distribute a staff directory			
	Publish a school district calendar that includes: <ul style="list-style-type: none"> ▪ Open house dates ▪ Parent/student/teacher conferences ▪ Athletic/arts and school events ▪ Vacation/break schedules 			
	Prepare a Welcome Back Letter to all employees that includes: <ul style="list-style-type: none"> ▪ Inspirational message entering into a new school year ▪ Calendar information ▪ Events and activities ▪ Updates (new hires, facility updates, new changes/initiatives, etc.) ▪ Food Service plans 			
	Ensure any cooperative agreement contracts are signed			
	Ensure all buildings and grounds are safe and clean			
	Review Emergency Operations Plan (EOP)			
	Revisit emergency drill requirements , processes, and timelines for practice drills			
	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 Fall Conference (September 18-20)			
	Update enrollment projections			
	Days and Clock Hours Collection Closes (due August 1)			
	Develop Benchmark goals (due September 15)			
	Update OK2SAY school emergency contact information , if applicable			
	Submit Special Education Report (SE 4096) (due September 30)			
Visit each building, if possible				
Food	Submit modifications to CNP: Coordinated Application in NexSys , if required			
	Prepare and Publish Free/Reduced Lunch Notice , Michigan Nutrition Data System			
	Consider reviewing Information about School Meal and Child Nutrition Operations)			
	Work with the Food Service Director and building principals to help collect Education and Nutrition Benefits Applications and/or Education Benefits Forms (these affect Title 1 and State Aid funding)			
	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			

AUGUST CHECKLIST (CONT.)

Board of Education:			
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, Policy Adoption			
Attend MASB Summer Institute (August 16-18)			

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 Back to School Legal Workshop](#)
August 8, 2024
Virtual
- [MASB Summer Institute](#)
August 16-18, 2024
Clinton Township
- [Fall Conference](#)
September 18-20, 2024
Traverse City

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 first 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) (due September 1)			
	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 September 30)			
	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)			
	Revisit guidelines and procedures around weather delays and school closings <ul style="list-style-type: none"> ▪ Include staff, parent, and student communication protocols ▪ Include reviewing snow removal equipment and/or contracts, and determine process for providing school meals for Unanticipated School Closures (if applicable) 			
	Develop a plan to share student achievement data with your community			
	Celebrate Constitution and Citizenship Day (September 17)			
	Review MICIP checklist items for the month			
	Attend Fall Conference (September 18-20)			
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			
	Certify winter taxes			
Food	Free and Reduced Lunch Application Report (due October 1)			
	Work with the Food Service Director and building principals to help collect Education and Nutrition Benefits Applications and/or Education Benefits Forms (these affect Title 1 and State Aid funding)			
Other	Transportation: Prepare for state police inspection of bus fleet			
	Transportation: Transportation Expenditure Report (SE 4094) (due October 7)			
	Provide identification cards with the National Suicide Prevention Hotline to grades 6-12 , if required			
	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.)

Board of Education:			
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 (if in alignment with supt. evaluation cycle)			
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!

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- [Fall Conference](#)
September 18-20, 2024
Traverse City
- [Fall Leader Assistant Workshop](#)
October 10, 2024
Hybrid - Lansing/Zoom

NOTES

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OCTOBER CHECKLIST (CONT.)

Board of Education:

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 Annual Leadership Conference (October 24-27)			
Update on board election process			



Empowering Futures: A Theory of Change for Michigan's Schools

Starr Commonwealth's theory of change states: "When trauma-informed and resilience-focused adults work within trauma-informed and resilience-focused systems, the well-being and success of children will increase."

With 100 years of experience, Starr Commonwealth works with schools across the state and the country providing trauma and resilience training and certifications for thousands of early childhood and K-12 educators, administrators, social workers and parents/caregivers. Starr's training curriculum also transforms the way school buildings, districts and our education systems serve children of trauma. Starr's specialized team of community-based clinicians are also available to provide outpatient behavioral health services and school-based referral support. Driven by our theory of change, Starr is empowering futures for youth, educators, school systems and communities throughout Michigan.

Read our [Resilient Schools Whitepaper](#), visit www.starr.org, or email info@starr.org to learn how we can help bring trauma-informed, resilience-focused practices to your district.



#DRIVENTOHEAL

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info@starr.org

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- [Fall Leader Assistant Workshop](#)
October 10, 2024
Hybrid – Lansing/Zoom
- [MASB Conference](#)
October 24-27, 2024
Lansing
- [MDE Fall Continuous Improvement Conference](#)
November 21, 2024
Lansing
- [Small & Rural Schools Conference](#)
November 25-26, 2024
Bay Harbor

Get the most up-to-date on 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 November 1)			
	Complete SAT online testing waiver (if applicable)			
	Upload individual student count data with UIC Codes <ul style="list-style-type: none"> ▪ 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 initial Consolidated Application (due November 21)			
	Work on Comprehensive Needs Assessment (CNA) by gathering demographic community, staff, and student data			
	MDE posts Final Program Allocations on Office of Educational Supports, formerly Offices of Field Service (OFS)			
	Submit MSDS Fall General Certification (due November 6)			
	Review MICIP checklist items for the month			
Attend Small & Rural Conference (November 25-26)				
Finance	Prepare board resolution on summer tax collection, if applicable			
	Review budget and consider first budget revision			
	Complete qualifying application for borrowing (due December 31) <ul style="list-style-type: none"> ▪ State and Authority Finance 			
	Upload audit to Treasury, Federal Audit Clearinghouse and CEPI (due November 1; auditor will assist) <ul style="list-style-type: none"> ▪ 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 ▪ School Meals Report to CEPI via NexSys 			
	Submit Final Expenditure Report in in NexSys (due November 29)			
	Complete Budget Transparency Report (due November 1)			
	Complete annual disclosure report with financial advisor firm, if applicable			
Food	Food Service verification process (due November 15)			
	Consider reviewing Information about School Meal and Child Nutrition Operations			
Other	Celebrate Education Support Staff Professionals Day (November 19)			

NOVEMBER CHECKLIST (CONT.)

Board of Education:			
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			
Engage in school board elections, if applicable			
Prepare new board member orientation, if applicable			
Consider summer tax collection resolution, if applicable			
<i>Note: All board members are required by law to have evaluation training, including Rater Reliability (every three years)</i>			

DISTRICT TIP

Send an email to all staff thanking them for their hard work thus far in the school year.

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- [MASB Preparing for Your Organizational Meeting Workshop](#)
November 14, 2024
Lansing
- [Small & Rural Schools Conference](#)
November 25-26, 2024
Bay Harbor

NOTES

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DECEMBER CHECKLIST (CONT.)

Board of Education:			
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 December 3)			

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

- [Midwinter Conference](#)
January 15-17, 2025
Grand Rapids
- [Michigan School Testing Conference](#)
February 11-13, 2025
Ann Arbor

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JANUARY CHECKLIST (CONT.)

Board of Education:			
Description	Assigned to	Due by	Completed
Ceremonial swearing-in of new board members			
Begin budget parameter discussion			
Draft a superintendent evaluation process and timeline, if applicable			
Adopt superintendent goals, evaluation process, timeline, and communication plan for upcoming school year			
Register for MASB Winter Institute (April 29-May 1)			

DISTRICT TIP

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

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- [Midwinter Conference](#)
January 15-17, 2025
Grand Rapids
- [Michigan School Testing Conference](#)
February 11-13, 2025
Ann Arbor
- [MASB Winter Institute](#)
April 29-May 1, 2025
Grand Rapids
- [AASA National Conference](#)
March 6-8, 2025
New Orleans, LA

NOTES

FEBRUARY CHECKLIST (CONT.)

Board of Education:			
Description	Assigned to	Due by	Completed
Attend MASB Winter Institute			

DISTRICT TIP

Friendly Reminder! Don't forget to discuss your Continuity of Learning Plans every six months for feedback and/or updates.

NOTES

- UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES**
- [Michigan School Testing Conference](#)
February 11-13, 2025
Ann Arbor
 - [MASB Winter Institute](#)
TBD
Virtual
 - [AASA National Conference](#)
March 6-8, 2025
New Orleans, LA

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MARCH CHECKLIST (CONT.)

Board of Education:			
Description	Assigned to	Due by	Completed
Review budgeting policies and protocols (i.e. 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, including webinars, workshops, and more.

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- [Women in Leadership Conference](#)
April 10-11, 2025
Traverse City
- [Spring Leader Assistant Workshop](#)
April 17, 2025
Hybrid – Lansing/Zoom
- [MSBO Annual Conference](#)
April 29-May 1, 2025
Grand Rapids

NOTES

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APRIL CHECKLIST (CONT.)

Board of Education:			
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.

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- [Women in Leadership Conference](#)
April 10-11, 2025
Traverse City
- [Spring Leader Assistant Workshop](#)
April 17, 2025
Hybrid – Lansing/Zoom
- [MSBO Annual Conference](#)
April 29-May 1, 2025
Grand Rapids

NOTES

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MAY CHECKLIST (CONT.)

Board of Education:			
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 5-9

PLAN YOUR OWN IN-DISTRICT PD EVENT

Title/Topic _____

Audience _____

Date _____

Time _____

Location _____

Description _____

NOTES

JUNE CHECKLIST

Superintendent and Central Office To-Dos:

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 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 28)				
	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 , if applicable				
	Set timelines for summer on Schools of Choice with links to timelines				
	Review MICIP checklist items for the month				
	Complete all administer/supervisor (instructional and non-instructional) evaluations by June 30				
	Finance	Prepare and present final budget for current school year			
		Prepare and present projected budget for upcoming school year			
Ensure staff notification system in place for summer (i.e. emergencies, new positions, new hires, etc.)					
Trans	Finalize school calendar				
	Prepare special education budget				
Other	Complete State Aid Note application (due June 30)				
	Prepare for truth in budgeting board hearing				
	Update Bus Inventory (due June 30)				
Other	Food Service - Work with the Food Service Director and building principals to help collect Education and Nutrition Benefits Applications and/or Education Benefits Forms (these affect Title 1 and State Aid funding)				

JUNE CHECKLIST (CONT.)

Board of Education:			
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!

PLAN YOUR OWN IN-DISTRICT PD EVENT

Title/Topic _____

Audience _____

Date _____

Time _____

Location _____

Description _____

NOTES

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 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, if applicable			
	Fill staff positions			
	Summer School Programming			
	Set up IEP Team Meetings			
	MHSAA concussion requirements			
	Summer Programming Grant Budgets Available in NexSys (August 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 Education and Nutrition Benefits Applications and/or Education Benefits Form or 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			
Other	Revisit transportation guidelines (field trips, overnight trips, etc.) (if applicable)			
	Attend MASB Summer Institute			

JULY CHECKLIST (CONT.)

Board of Education:			
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, if applicable (due August 1)			
Adopt Lunch Price Resolution – see additional guidance here			
Approve MHSAA membership			
Adopt Legal Services			

DISTRICT TIP

Renew your MASA membership!

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- [2025 Fall Conference](#)
September 17-19, 2025
Traverse City

NOTES



Michigan Association of Superintendents & Administrators

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