




The Office for Catholic Schools fosters collaborative communities among all shareholders through high quality professional development to positively impact student learning and develop Christ-like servant-leaders for today’s world. We work in the spirit of communion, solidarity and subsidiarity.

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
MEETINGS	Prep for Term 1 <div>All principals</div>		Executive principals <div>Term1</div> <div>Regional Meetings</div> <div>All principals</div>			Executive principals <div>Term 2</div> <div>Regional Meetings</div> <div>All principals</div>		Executive principals <div>Term 3</div> <div>Regional Meetings</div> <div>All principals</div>		Executive principals <div>Term 4</div> <div>Regional Meetings</div> <div>All principals</div>		
Catholic Identity			Foundational CIC retreat		Local CIC retreat				CIC Retreat		ACRE	
Academic	<div>••••</div> PLC meetings <div>••••</div> PLC meetings <div>••••</div> PLC meetings <div>••••</div> PLC meetings											
			••••		••		••••		••••			
	Plan for new hires, facilities and supplies for next year		Update CSED, AESOP, Ulti-Pro				 GRACE regional mid-yr meetings		Regional curriculum day		 GRACE Catholic Educators Forum	
			MAP test				Optional MAP testing window				MAP test	
			Fall data collection				Elementary accreditation reports				Spring data collection	
Marketing & Enrollment	New family registration (intake: income & home language surveys)		“Community Building” with current families		“Intent to return” sent to current families		Re-registration of current families (intake: income & home language surveys)					
							CATHOLIC SCHOOLS WEEK		New family registration (intake: income & home language surveys)			
	School advertises to families still considering fall enrollment options				Advertising to inform key audiences & establish “top of mind awareness”		“The Catholic Identity” PR & organic social media effort		School advertises to school families still considering fall enrollment options			
Business Practices	<div>•••••</div> Monthly reports delivered to the principal (after the 15 th , no later than the 30 th) of “Budget vs. Actual” for the past month’s financial activities <div>•••••</div>											
	Review of prior year actuals				Budget information collated & preliminary budget established		Tuition & salaries established				2018/19 budget finalized	
									Registration fees collected			
	 FULCRUM		School Partnership Grant application (formerly ASN)		Celebration of Light: table commitments & preparation				Schools provide thank you letters & student info to Fulcrum for donor reports			
	New Student Tuition Assistance applications (formerly RTAP)		FACTS renewal		Tuition Assistance Program (TAP) grant applications		Building Inclusion & Diversity grant applic.		New Student Tuition Assistance applications (formerly RTAP)			
Policy, Governance & Government Programs			•••••		Teacher and staff evaluations		•••••					
	<div>•••••</div> Enroll staff and volunteers in VIRTUS/Safe Environment <div>•••••</div>											
			ID students for federal program participation						E-Rate: submit requests for service suppliers		E-Rate: submit requests for funding	
	Salary adjustment for faculty earning summer credits (documentation due end of Aug.)		CIPA compliance notification to families				Intent to return for faculty & staff		Covenants issued for faculty/staff (those not receiving new covenant must be notified by May 15)		Weapons report completed AFTER last day of school	
	Handbook review		Annual personnel and enrollment report to OSPI for Title IIA allocation				Private school participation in federal programs (OSPI on the EDS system)		Annual private school re-approval to OSPI		Handbook review	
			Fall consultation with LEA for Federal Programs				Winter consultation with LEA for Federal Programs		Spring consultation with LEA for Federal Programs			
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