**Administrator's Calendar**

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| An administrator's work is rarely complete!  This calendar of activities is a sample of things that should be completed throughout the year.  This calendar is a sample flow of activities for CTE Program Management. There may be additional things you add to the calendar.  **July**   * Join TEA CTE List Serve Go to <http://miller.tea.texas.gov/list/> * Meet with PEIMS Coordinator for changes/updates * Submit the Nondiscrimination statement to Media outlets for publication prior to beginning of school year. * Plan next year’s CTE program budget; prior to local board budget meeting (Close out current year’s budget)   **August**   * Review any Legislative activity/changes * Download new version Student Attendance Accounting Handbook- CTE Section 5 * Review initial PEIMS Data Standards Code Table C022 for new courses listed-check for accuracy * Verify CTE teacher certification , teaching assignment and Highly Qualified status (If Applicable) * Review Master Schedule to ensure all CTE courses are properly coded and labeled.  (45 min+/class = CTE weighted funding) * Conduct New CTE Staff Orientation * Conduct CTE Staff Development for all CTE teachers * Set date for the 1st District CTE Advisory Committee meeting * Meet with Counselor(s) – Review Programs of Study, discuss impact of schedule changes for CTE students, 4 yr. plans, PGP’s. Bring chocolate! * Student Problems and Solutions written plans need to be on file within 15 school days of the student’s enrollment date. $ CTE funding $ * Complete & Submit 20XX-20XX Perkins Grant application (If you are an SSA member only the SSA fiscal agent does this) * Meet with Career Prep/Practicum teachers – Review program requirements.  \*15 instructional days requirement for training plans to be completed   + Career Prep can be paid or unpaid!   + Practicum can either be Paid or Unpaid experience!   **September**   * Complete & Submit the 20XX-20XX Perkins grant Final Expenditure report Due XXXXX (SSA Consortium Members’ report is submitted by their fiscal agent) * Review ARD meeting schedule   + Are appropriate CTE teachers attending?   + Do all appropriate CTE teachers have copies of IEP’s for student as needed? * Meet with Business Office - Budget planning/process? * Meet with counselor(s) - review of class counts, monitor and adjust schedules as needed. * Host “CTE Open House” or “Meet the Teacher Night” * Follow through with existing or new CTSO’s advisor/sponsors - \*FFA, FCCLA, HOSA, Skills USA, DECA * Collect a copy of all completed Career Prep & Practicum Training Plans * Perkins Grant eligibility - Public School Districts (10 students minimum designated as coherent sequence takers) , Open Enrollment Charter School (5 students minimum designated as coherent sequence takers), Shared Services Arrangement (SSA) Consortium Members (1 student designated as a coherent sequence taker). * Verify that all salary budget (PIC 22) coding on all CTE teachers is accurate, split fund if not teaching 100% CTE * Review and compare 1st 6 weeks Principals and Superintendents FTE report to in-house FTE report (attendance period)   **October**   * Begin preliminary planning for next year’s Course Catalog * Review preliminary PEIMS data from central office - PEIMS Coordinator * Request PEIMS 170 record report for courses and class counts * Meet with 7th - 8th counselors to plan - Career Interest/Aptitude Test * Host 1st Advisory Committee meeting * Review program’s budgets * PEIMS Snapshot date; usually last Friday in October * 20XX-20XX Perkins Revised Final Expenditure Report due XXXX (SSA Consortium Members’ report is submitted by their fiscal agent)   **November**   * Prepare for CTE Education Week in February-order supplies   + Reception for Counselors/breakfast for CTE teachers, Program “Student Open House” event. * Review and compare 2nd 6 weeks Principals and Superintendents FTE report to in-house FTE report. * Review department expenditures to date * PEIMS submissions * Review Near Final Summary of Finance report for previous school year (CTE FTE’s and Advanced FTS’s) $$$ * Explore long range planning for capital expenses or potential bond   **December**   * Finalize the process/paperwork for course CTE enrollment. * Recruitment plan for next school year’s pre-registration * Develop marketing/recruitment tool for next school year * Review and compare 3rd 6 weeks Principals and Superintendents FTE report to in-house report   **January**   * Resolve 2nd semester schedule changes * Review new semester course offerings * Review WBL students PEIMS (170 record) data-job changes, new Training plan agreements * Review activities for CTE Education Week * Provide input - District and Campus Improvement Plan   **February**   * Begin pre-registration activities for HS students * CTE Education Week/Month Activities * Review budget expenditures to date * Review and compare 4th 6 weeks Principals and Superintendents FTE report in-house report * Begin pre-registration activities for Jr. High students -tour of CTE facilities, Open House event? * Conduct Interest/Aptitude assessment for 7th and 8th graders * Begin planning for annual CTE Program Evaluation   **March**   * Host 2nd Advisory Committee meeting * Meet with teachers regarding course offerings for next year based on preregistration numbers * Review and compare 5th 6 weeks Principals and Superintendents FTE report to in-house report   **April**   * Close Federal (Perkins) expenditures   + Single items $5000+ must be approved by TEA * Prepare for staff to attend summer professional development conferences * Conduct equipment inventory   **May**   * Review final FTE report for estimated funding * 201X-201X Perkins Grant last amendment due date * Review district EOC assessment data specific to CTE students * Make yourself available to answer questions about the PEIMS 415 and PEIMS 410 records for course completers and attendance (only 2 weeks before the end of school) * Secure the number of students in certifications/licensures attained, tested, demographics (PER)   **June**   * Prepare final CTE Program report to Superintendent/School Board * Complete & Submit Perkins Grant Applicant Designation & Certificate (ADC) Form (Must be done or grant app will not open!) * Review and compare 6th 6 weeks Principals and Superintendents FTE report to in-house report |