**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
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