

Week of	Amber	Stacie/ SS Director	Steve	Chris	David	Blanca/ED
July 22-26	First week back with Teachers					
July 15-19	On site admin T-Th from 10-2: Amber HLHS Leadership Retreat 7/18-7/19					
July 8-12	On site admin T-Th from 10-2: Chris					
July 1-5	On site admin T-W from 10-2: David July 4 Holiday					
June 24-28	On site admin T-Th from 10-2: Blanca LSN Leadership Retreat 12 noon 6/25- 1pm 6/27 June 27-? New Roof					
June 17-20	On site admin T-Th from 10-2: Stacie June 17-24 new HVAC units (No Water on 6/17- 6/18)					
June 10-14	Interim School/Family Meetings/EOY					
	<ul style="list-style-type: none"> <li>• Acellus Summer Contracts <input checked="" type="checkbox"/></li> <li>• Ensure T3 grades uploaded to Transcripts <input checked="" type="checkbox"/></li> <li>• +T3 Acellus credits to</li> </ul>			<ul style="list-style-type: none"> <li>• <b>Update web</b> page.and all other social media - -</li> <li>• <b>Recruitment</b> Continue recruitment for 2019/20 school year</li> </ul>		

	<ul style="list-style-type: none"> <li>transcripts <input checked="" type="checkbox"/></li> <li>• Ensure HQ alignment for Star Rpt <input checked="" type="checkbox"/></li> <li>• Template Tuning <input checked="" type="checkbox"/></li> <li>• Redesign Budget Amendment Request <input checked="" type="checkbox"/></li> <li>• Submit Reqs for Acellus, STAR, Jupiter <input checked="" type="checkbox"/></li> <li>• Title III Plan</li> <li>• Prepare for Coaching Session at Leadership Retreat</li> <li>• Provide employees with printed copies of evaluations</li> <li>• Monitor completion and archival of curriculum documents</li> <li>• Oversee EOY STAR Reporting (Viviana)</li> <li>• Indicator Report for APS</li> <li>• Create Master Schedule</li> <li>• Write Thornburg Grant Report</li> <li>• CSI Grant Budget review</li> </ul>			<ul style="list-style-type: none"> <li>• <b>Certs</b> Report on number of certifications students obtained this school year.</li> <li>• <b>Ed Cafe</b> Work with FFE to develop the EdCafe - Moneka is a resource</li> <li>• <b>Retention</b> Retention Cohort - working with Student Support to follow through with retaining students via advisory. (teamwork with Student Support and Community Engagement )</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Summer PD Schedule</li> <li>• Build out onboarding modules (Collab w/Sienna and consultant)</li> <li>• Form interview committee</li> <li>• Finish hiring teachers</li> <li>• Monitor teacher table</li> <li>• Update Student handbook</li> <li>• Report on student achievement</li> <li>• Review and update teacher and student handbooks</li> <li>• Complete SY19-20 DASH Plan and review with Board</li> </ul>					
June 3-7	Exhibitions June 4 Landscaping *Hiring Freeze					
	<ul style="list-style-type: none"> <li>• Update 90 Day Plan <input checked="" type="checkbox"/></li> <li>• Complete Evals <input checked="" type="checkbox"/></li> <li>• Provide Teacher Checkout Forms to</li> </ul>	<ul style="list-style-type: none"> <li>• Form Interview committee</li> <li>• Hire SW Team* (I can help screen but don't want to be in</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure that all reports are completed and turned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Calendar for 2019-2020 Completed 6/7/19</b></li> </ul>	<ul style="list-style-type: none"> <li>• Remove Blanca's name from accounts and other financial permissions and add/train Interim</li> </ul>	<ul style="list-style-type: none"> <li>• Compile Pillar reports to complete APS Annual Report</li> <li>• Organize files on the shared drive and meet with Interim Director to</li> </ul>

	<p>Teachers☑</p> <ul style="list-style-type: none"> <li>• SAT and 504 file review ☑</li> <li>• Submit Reqs for Acellus, STAR, Jupiter ☑</li> <li>• Indicator Report for APS</li> <li>• Create Master Schedule</li> <li>• Write Thornburg Grant Report</li> <li>• CSI Grant Budget review</li> <li>• Summer PD Schedule</li> <li>• Build out onboarding modules (Collab w/Sienna and potentially consultant)</li> <li>• Form interview committee</li> <li>• Finish hiring teachers*</li> <li>• Monitor teacher table</li> <li>• Update Student handbook</li> <li>• Oversee EOY STAR Reporting (Viviana)</li> <li>• Report on student achievement</li> <li>• Review and update</li> </ul>	<p>interviews for the SS Director position)</p> <ul style="list-style-type: none"> <li>• Review student handbook</li> <li>• Enter student discipline incidents in Jupiter. Include suspensions and number of days students were sent home. ☑</li> <li>• Final end of year attendance report</li> <li>• Family Meetings; Tally family meeting numbers for Tri 3</li> <li>• Obtain final DAP report</li> <li>• Complete a PR for DAP costs for next year and submit to David</li> <li>• Work with Viviana to put a Jupiter template into place for future discipline</li> </ul>	<p>in to APS</p> <ul style="list-style-type: none"> <li>• SpEd Stars Reports</li> </ul>		<p>Director (when should this happen?)</p> <ul style="list-style-type: none"> <li>• Updating internal controls</li> <li>• Facility Updates - HLHS Foundation Board meeting -</li> <li>• Shared covenants with FCCH - legal, architectural and risk reviews (P. Matthews, SMPC and POMS)</li> <li>• Review and update staff policies and job descriptions for all staff.</li> <li>• Exiting Employees - Disable Electronic Accounts - disenroll benefits - Reconcile earned vs. paid wages.</li> <li>• Month end payroll liabilities</li> <li>• Month End request for reimbursemen</li> </ul>	<p>go through them.</p> <ul style="list-style-type: none"> <li>• Organize all binders, Board notes, policies, etc. and provide them to the interim Director</li> <li>• Write a status update detailing projects she was working on and what still needs to be done to make sure they get completed??</li> <li>• Propose Agenda for June Board Mtg to Adriann</li> </ul>
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	<p>teacher and student handbooks</p> <ul style="list-style-type: none"> <li>• Complete 90 day plan and review with Board</li> </ul>	<p>reports</p> <ul style="list-style-type: none"> <li>• Obtain summer bus passes from CABQ-we will be a distribution site <input checked="" type="checkbox"/></li> <li>• Type up and send out onboarding recommendations for SS team and Advisory</li> <li>• Finish last tasks for RE Improvement Cohort and intake project and hand off to Yvonne/Ambler/Sean</li> <li>• Complete Annual Charter report Blanca asked for from Pillar Directors</li> <li>• Enter all final Tri 3 Advisory Rubric grades/data into spreadsheet</li> <li>• Analyze the Advisory rubric data</li> <li>• Put a binder together with</li> </ul>			<p>ts</p> <ul style="list-style-type: none"> <li>• Month End Bank reconciliation</li> <li>• May Financial Reports for Finance Committee and GC.</li> <li>• Prepare EOY BARS for June GC Meeting</li> <li>• Prepare for EOY Inventory</li> <li>• Approve Accounts Payable and process payments</li> <li>• Create new Accounting Cycle for FY20</li> <li>• Roll over Banking, Payroll, A/P, Purchasing, Calendar</li> <li>• Year end Journal Entries</li> <li>• Benefits onboarding for new hires (Meek, Sanchez, Shauger)</li> <li>• Quarter/Year End PED Reports</li> <li>• Quarter End reports, IRS 941, WKC, DWS, CRS</li> </ul>	
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