

**HERNANDO COUNTY SCHOOL SYSTEM
DISTRICT MASTER PLANNING CALENDAR**

Page 1

| JULY | |
|---|--|
| Activity | Division (Department) Responsible |
| Authorization to advertise budget and millage | Business Services (Finance) |
| Deadlines for Incentive Pay Appeals | Business Services (Human Resources) |
| District Annual Report distributed | Business Services (Comm. & P.R.) |
| Dual Enrollment Articulation Agreement to School Board for approval | School Services |
| End of Year Grant Performance Report due to Department of Education | School Services |
| Florida Virtual School Agreement to School Board for approval | School Services |
| Full Time Equivalent (FTE) Survey 1 | Business Services (MIS) |
| Internal Accounts Audit | Business Services (Finance) |
| Principal and Support Team Meeting | Superintendent |
| Monthly report to the School Board | Superintendent |
| New Teacher Induction | Business Services (Human Resources) |
| Public hearing – Adoption of tentative budget and millage | Business Services (Finance) |
| Summer Hours End | All Divisions |
| Targeted Selection | Business Services (Labor Relations) |
| VPK Program Ends | School Services |
| Summer Hours End | All Sites |
| Targeted Selection | Business Services (Labor Relations) |
| Request Semi-annual Strategic Plan From Divisions | Business Services (Comm.& P.R.) |

| AUGUST | |
|---|--|
| Activity | Division (Department) Responsible |
| Open Enrollment | Business Services (Benefits) |
| Southern Association of Colleges and Schools (SACS) report | School Services |
| Completion of previous year's School Improvement Plan Evaluations | Schools |
| Crime and Violence Report to Department of Education | School Services (Student Services) |
| Preschool 1 Day (Role-alike – ESE, Vocational, etc.) | School Services |
| Elementary school health screenings | School Services (Student Services) |
| End of Year Reporting Survey 5 due to Board of Education | Business Services (MIS) |
| First day of school, district staff adopt a school | Superintendent |
| Incentive Pay Appeals review | Business Services (Human Resources) |
| Monthly report to the School Board | Superintendent |
| School Public Accountability Reports (SPAR) | Business Services (MIS) |
| Equity Report | School Services |
| Semi-Annual Strategic Plan Due Communications Department | Business Services (Comm.& P.R.) |

DISTRICT MASTER PLANNING CALENDAR

Page 2

| SEPTEMBER | |
|---|--|
| Activity | Division (Department) Responsible |
| Annual Financial Report approval | Business Services (Finance) |
| Charter school applications due (August 1) | School Services |
| Final budget transfer | Business Services (Finance) |
| Grade 9-12 transcripts submitted to the Bright Futures/Facts.org | Business Services (MIS) |
| Monthly report to the School Board | Superintendent |
| Public hearing - Adoption of final budget and millage | Business Services (Finance) |
| SAC membership rosters to School Services | Schools & School Services |
| School Improvement Plan Evaluation results (previous year) to School Services | Schools & School Services |
| School Readiness Uniform Screening System (SRUSS) in Kindergarten | School Services |
| Stanford Diagnostic Reading Test (SDRT) for Level 1 Students | School Services (Testing) |
| Distribution of Semi-annual Strategic Plan | Communications & P.R. |

| OCTOBER | |
|---|--|
| Activity | Division (Department) Responsible |
| ACT Test | School Services (Testing) |
| Adequate Progress Report due in Tallahassee | School Services |
| Chamber of Commerce Newcomers Event (Weeki Wachee) | Education Foundation |
| Correction of SACS deficiencies | School Services & Schools |
| Employee benefit plan re-enrollment | Business Services (Employee Benefits) |
| Exceptional Education Week | School Services (ESE) |
| Florida Comprehensive Achievement Test (FCAT) | School Services (Testing) |
| Full Time Equivalent (FTE) Survey 2 | Business Services (MIS) |
| Golf Challenge | Education Foundation |
| High School Competency Test (HSCT) | School Services (Testing) |
| Monthly report to the School Board | Superintendent |
| National School Bus Safety Week | Support Operations (Transportation) |
| National School Lunch Week | Support Operations (Food & Nutrition) |
| Report cards distributed for first grading period | Business Services (MIS) |
| School Improvement Advisory Committee and School Improvement Plan Evaluations submitted to School Board | School Services |
| School Improvement Plans (current year) to School Services | Schools & School Services |

| NOVEMBER | |
|---|---|
| Activity | Division (Department) Responsible |
| American Education Week | School Services |
| Curriculum Guide reviews | School Services |
| Mini Grant Distribution | Education Foundation |
| Monthly report to the School Board | Superintendent |
| National Career Development Week | School Services |
| School Board organizational meeting | School Board |
| School Improvement Plans to School Board for approval | School Services |
| School Related Employee of the Year Program (November 16) | Education Foundation |
| Daylight Savings Time/Change clocks back (November 4) | Business Services (Communications & Public Relations) |

DISTRICT MASTER PLANNING CALENDAR

Page 3

| DECEMBER | |
|---|--|
| Activity | Division (Department) Responsible |
| Elementary Science Fair | School Services |
| FCAT Writing field tests (selected schools) | School Services (Testing) |
| Full Time Equivalent projections due to Board of Education | Business Services (MIS) |
| Full Time Equivalent (FTE) Survey 9 for Exceptional Student Education | Business Services (MIS) |
| Monthly report to the School Board | Superintendent |
| Teacher of the Year School Selections | Education Foundation with Principals |

| JANUARY | |
|---|---|
| Activity | Division (Department) Responsible |
| Art Recognition Program | District Art Coordinator |
| Budget/Staffing/Capital Outlay Calendar | Support Operations (Facilities & Maintenance) and Business Services |
| Grade 9-12 transcripts submitted to the Bright Futures/Facts.org | Business Services (MIS) |
| HSCT grade 12 retakes | School Services (Testing) |
| Mid-Year Grant Performance Reports due to Department of Education | School Services |
| Monthly report to the School Board | Superintendent |
| Report cards distributed for second grading period | Business Services (MIS) |
| Review of staffing ratios for determining allocations | Business Services (Human Resources) |
| School Volunteer Week | School Services (VIE) |
| Student Services Week | School Services (Student Services) |
| Textbook adoption process begins | School Services |
| Targeted Selection | Business Services (Labor Relations) |
| Request Semi-annual Strategic Plan From Divisions | Business Services (Comm.& P.R.) |
| Targeted Selection | Business Services (Labor Relations) |
| Lottery selection for magnet schools | School Services |

| FEBRUARY | |
|--|--|
| Activity | Division (Department) Responsible |
| Begin annual process of updating all handbooks, brochures, manuals, etc. | All divisions & departments |
| Curriculum Guide completed | School Services |
| District History Fair | School Services |
| District Inservice Day | School Services (Staff Development) |
| Florida Writes Grades 4, 8, and 10 | School Services (Testing) |
| Full Time Equivalent (FTE) Survey 3 | Business Services (MIS) |
| Literacy Week | School Services (HEART Literacy) |
| Monthly report to the School Board | Superintendent |
| Most Improved Reader Banquet | School Services |
| National Assessment of Educational Progress (NAEP) test for 9-year olds | School Services (Testing) |
| Partners in Education Week | School Services |
| Reading Festival | School Services (HEART Literacy) |
| Secondary Science Fair | School Services |
| Teacher of the Year Recognition Event (Feb. 3) | Education Foundation |
| Semi-Annual Strategic Plan Due Communications Department | Business Services (Comm.& P.R.) |
| VPK Registration Begins | School Services |

DISTRICT MASTER PLANNING CALENDAR

Page 4

| MARCH | |
|--|--|
| Activity | Division (Department) Responsible |
| Chamber of Commerce Honor Student Banquet | Education Foundation with Principals |
| FCAT Grades 3 through 10 | School Services (Testing) |
| FLexplorations Seminar | School Services |
| Five year Facilities Plan update | Support Operations (Facilities) |
| Monthly report to the School Board | Superintendent |
| Music in Our Schools Month | School Services (Fine Arts) |
| National Assessment of Educational Progress (NAEP) test for 17-year olds | School Services (Testing) |
| National School Breakfast Week | Support Operations (Food Service) |
| Reappointment process | Business Services (Human Resources) |
| Report cards distributed for third grading period | Business Services (MIS) |
| Requests for additions to Supplemental Reading List to School Board | School Services |
| Special Attendance requests evaluated | School Services (Student Services) |
| Staffing allocations to site administrators | Business Services (Human Resources) |
| Summer school program planning | School Services |
| Distribution of Semi-annual Strategic Plan | Business Services (Comm. & P.R.) |

| APRIL | |
|--|---|
| Activity | Division (Department) Responsible |
| Administrative Professionals Day (Secretary's Day) | All sites |
| Battle of the Books | School Services |
| Daylight Savings Time – change clocks forward | Business Services (Communications & Public Relations) |
| Monthly report to the School Board | Superintendent |
| PreKindergarten and Kindergarten Round-up | School Services |
| Stanford Achievement Test (SAT-9) | School Services (Testing) |
| Textbook adoption | School Services |
| Literacy Volunteer and Partner Appreciation Luncheon | School Services (HEART Literacy) |
| Newcomers Event – Weeki Wachee | Communications & P.R. |
| Budget review and training | All sites |
| Science Fair Awards | School Services |
| Turnaround Banquet | School Services & Education Foundation |

DISTRICT MASTER PLANNING CALENDAR

Page 5

| MAY | |
|---|--|
| Activity | Division (Department) Responsible |
| High school and Adult Education graduation ceremonies | High Schools & Adult Education |
| Instructional Incentive Pay due | Business Services (Human Resources) |
| Monthly report to the School Board | Superintendent |
| Reappointment recommendations to Board for approval | Business Services (Human Resources) |
| State History Fair | School Services |
| Summer school personnel to Board for approval | Business Services (Human Resources) |
| Legislative Update sent to all departments | General Counsel |
| Teacher Appreciation Week | Schools |

| JUNE | |
|---|--|
| Activity | Division (Department) Responsible |
| Summer Hours Begin | All Sites |
| Beginning and ending times for schools to School Board for approval | Support Operations (Transportation) |
| Budget review and training for School Board | Business Services (Finance) |
| Closing audit for bookkeepers | Business Services (Finance) |
| District Retirement Recognition | Business Services (Human Resources) |
| Educational Equity Report | School Services |
| Exceptional Student Education Cooperative Agreements and Contracted Services to School Board for approval | School Services (ESE) |
| FCAT Grades 11 th and 12 th (new students/retakes) | School Services (Testing) |
| Full Time Equivalent (FTE) Survey 4 | Business Services (MIS) |
| Grade 9-12 transcripts submitted to the Bright Futures/Facts.org | Business Services (MIS) |
| Monthly report to the School Board | Superintendent |
| National History Fair | School Services |
| Report cards distributed for fourth grading period | Business Services (MIS) |
| School Board approval of revised handbooks and procedural manuals | All divisions & departments |
| Strategic Plan Updates Due | Business Services (Comm. & P.R.) |

Revised 2/1/2007