



# September 2011



Character Word of the Month  
**Trustworthiness**

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	<b>Family Life:</b> CES Grade 4: Sept. 12-15 Grade 5: Sept. 12-21 CHS Grade 9: Sept. 1-2 DRHS Grade 9: Sept. 8-12 Grade 10: Sept. 6-7 GES: Grade 4: Sept. 6-9 Grade 5: Sept. 6-15 THS Grade 9: Sept. 15-19 Grade 10: Sept. 13-14 TMS Grades 6-8: Sept. 21- Oct. 3 UHES Grade 4: Sept. 12-15 Grade 5: Sept. 12-21			<b>1 Foster Care Report</b> due to Dr. Holland <b>Elem. &amp; Middle School Assessment Request</b> due to J. Logan <b>School Board Agenda Planning Mtg.</b> – 9 am <b>Speech Caseload by School</b> due to B. Clay by 4:00 pm <b>Spec. Ed. Assistant Payroll</b> due to B. Clay by 4:00 pm	<b>2 Out of Zone Transfers</b> due to J. Hancock <b>Log of Reported Criminal Incidents</b> due to J. Hancock <b>Concussion Training Log (HS only)</b> due to J. Hancock <b>Concussion Reporting Log (HS only)</b> due to J. Hancock <b>Principals Monthly &amp; Term Reports</b> by 12 noon to T. Gregory <b>Pesticide Application Report</b> due to M. Hutson <b>August Monthly Absentee Report</b> due to K. Rowland <b>Diesel &amp; Unleaded Report</b> due to Transportation Dept.	<b>3</b>
	<b>Algebra Readiness Pre-Test Window</b> August 29 – September 13		<b>PALS Grades 1-3 SCREENING</b> August 29 – September 23			
<b>4</b>	<b>5</b> <b>Holiday for All Personnel and Students</b>  <i>Labor Day</i>	<b>6 Employee of the Week Recognition</b> (SMES, TSES, Transportation, CMS, DRHS) due to K. Clifton  <b>Progress Reports</b> (Regular & IEP) to be distributed	<b>7 Stanford 10 Training for ES &amp; MS Guidance</b> <b>Support Services Staff by School</b> due to B. Clay by 4:00 pm	<b>8 Accounts Payable Cut-off</b> due to K. Wade by 12 noon  <b>CPR Class – ECC @ 9:00</b> (Nurses)  <i>International Literacy Day</i>	<b>9 List of Teachers on Full Evaluation</b> due to C. Knight <b>Administrative and Supervisor Intent Form</b> due to C. Knight <b>School Bus Drivers' Safety Meetings</b> (B. Lovelace)	<b>10</b>
<b>11</b>	<b>12 Health Insurance Enrollment &amp; Changes</b> due to K. Rowland <b>Delta Dental Insurance Enrollment &amp; Changes</b> due to K. Rowland <b>Truancy Team Mtg.</b> – ECC Rm 2 8:30-10:30 (C. Scott) <b>School Board Disciplinary Committee</b> – 6:30 pm (closed)	<b>13 Medication Administration – ECC @ 8:30 am</b> (Nurses)  <b>PSNA Membership Mtg.</b> – ECC 4-6 pm (B. Davis)  <b>School Board Meeting</b> – 6:30 pm (closed)/7:00 pm (open)	<b>14</b> 	<b>15 First Aid Class – ECC @ 9:00 am</b> (Nurses) <b>Principals' Mtg.</b> – 1:30 pm <b>Instructional Principals' Mtg.</b> – 3:30 pm <b>School Instructional Focus Plan</b> due to Dr. Holland <u>Due to T. Gregory:</u> Training Funds Gifted Time Sheets <u>Due to J. Logan:</u> VPI Time Sheets PALS Tutoring <u>Due to A. Adams:</u> SOL Remediation <u>Due to C. Beck:</u> Title I Tutorial Payroll <u>Due to T. Petty:</u> K-12 Virtual School <b>Report on Instruction to Homebound Pupils</b> due to J. Early <b>Annual OSHA Refresher Safety Training</b> due to B. Phillips <b>PEA Member Mtg.</b> @ 7:00 pm	<b>16 Instruction Professional Development Plan</b> due to Dr. Holland  <div style="border: 1px solid blue; padding: 5px; text-align: center;"> <b>Hispanic Heritage Month</b>            Sept. 15 – Oct. 15         </div>  <b>Constitution Day</b>	<b>17</b>
	<div style="border: 2px solid red; padding: 10px;"> <b>Stanford 10 Testing Window</b>            September 12 – October 7            Grades 4-8         </div>					
<b>18</b>	<b>19</b> 	<b>20 Elem. Cafeteria Managers' Mtg. @ SNO</b> – 2:30 pm (R. Yates) <b>School Health Advisory Board – ECC Rm 2 @ 2:30 pm</b> (J. Wiles) <b>All Payroll submissions</b> due to Payroll Office by 4:30 pm	<b>21 Special Ed. Staff Meeting – ECC Rm 2 @ 9:00 am</b> (Dr. Early)	<b>22 Cafeteria Managers' Mtg. @ SNO – MS 2:15 pm/ HS 2:30 pm</b> (R. Yates)  <b>Accounts Payable Cut-off</b> due to K. Wade by 12 noon	<b>23 Last Day of Marking Period</b> Students dismissed at 1:00 pm <b>Teacher Workday pm</b> <b>Start of Route Information Form</b> due to Transportation <b>Read Your Way to the Race Challenge Ends</b>  <b>Autumn Begins</b> 	<b>24</b>
		<div style="border: 2px solid blue; padding: 5px;"> <b>PCS Assessments Testing Window</b>            September 23 – September 30         </div>				
<b>25</b>	<b>26 Truancy Team Mtg. – ECC 8:30-10:30</b> (C. Scott)  <b>Teachers' Advisory Council Mtg.</b> – 2:00 pm	<b>27 Insulin Class – ECC @ 8:30 am</b> (Nurses)  <b>Citizens' Advisory Council – 1:00 pm</b>  <b>Grades Entered in PowerTeacher by 5 pm</b>	<b>28 Read Your Way to the Race Reporting form (pink)</b> due to Dr. Holland	<b>29 Insulin Class – ECC @ 8:30 am</b> (Nurses)  <b>School Board Agenda Planning Meeting – 9:00 am</b>	<b>30</b> 	<b>24</b>
	<div style="border: 2px solid blue; padding: 5px;"> <b>PALS Grades PK-K SCREENING</b>            September 26 – October 21         </div>					