Pullman School District
240 SE Dexter St.
Pullman, WA 99163

Monthly Administrative Requirements

April

- ☐ Grades 6-12 Course Offering Report
  - *Person(s) Responsible: Asst. Superintendent & Principals*
- ☐ SBAC Testing
- ☐ FTE Enrollment Projection
  - *Person(s) Responsible: Finance Director*
- ☐ Position Exchange Requests to Superintendent
- ☐ Plan to Leave from Leave of Absence to Superintendent
- ☐ Budget Development (Fiscal Office + Supervisors)
  - *Person(s) Responsible: Finance Office & Supervisors*
- ☐ ASB Budgets to Finance Director
  - *Person(s) Responsible: Secondary Principals*
- ☐ Facilities Projects Wish Lists to Executive Director of Operations
- ☐ Review & Revise Policy 2410 Graduation Requirements as needed
- ☐ Submit to Executive Director of Operations Summer Athletic Programs for Board
  - *Person(s) Responsible: Principals*
- ☐ CBA Report Due April 1 to Instructional Programs
  - *Person(s) Responsible: Asst. Superintendent*
- ☐ Summer Athletic Programs to Board
  - *Person(s) Responsible: Executive Director of Operations*
- ☐ Prepare School District Collection and Submission Requirements Related to School Safety and Security Staff
  - *Person(s) Responsible: Superintendent's Office*

May

- ☐ Affirmative Action Report
  - *Person(s) Responsible: Assistant Superintendent & HR Manager*
- ☐ Curriculum Adoption
  - *Person(s) Responsible: Assistant Superintendent*
- ☐ Certificated Evaluations
- ☐ Leave of Absence Requests to Supt
- ☐ Inventory Audit
  - *Person(s) Responsible: Executive Director of Operations*
- ☐ RIF Process, *if needed*
- ☐ Reasonable Assurance Notices
  - *Person(s) Responsible: HR Manager*
- ☐ Notification of Employment Status
  - *Person(s) Responsible: Superintendent, HR Manager, & Principals*
- ☐ Submit School District Collection and Submission Requirements Related to School Safety and Security Staff
  - *Person(s) Responsible: Superintendent's Office*