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

Monthly Administrative Requirements

June

- ☐ Classified Evaluations
  - *Person(s) Responsible: Supervisors*
- ☐ Federal Sped Suspension & Expulsion Report
  - *Person(s) Responsible: Asst. Superintendent, Asst. Director of Special Services & Principals*
- ☐ 1799 Drivers' Status Report
  - *Person(s) Responsible: Exec. Director of Operations & Transportation Supervisor*
- ☐ Evals of Classified Supervisors
  - *Person(s) Responsible: Exec. Director of Operations*
- ☐ Inventory of District Property
  - *Person(s) Responsible: Exec. Director of Operations*
- ☐ Annual Review of Safety Equipment
  - *Person(s) Responsible: Exec. Director of Operations & Maintenance Supervisor*
- ☐ Annual Inventory of Chemicals
  - *Person(s) Responsible: Exec. Director of Operations & Maintenance Supervisor*
- ☐ End of Year Processes
  - *Person(s) Responsible: All Staff*
- ☐ Annual Weapons Report
  - *Person(s) Responsible: Principals & Program Manager – State & Federal Programs*
- ☐ Perkins Voc & Tech Ed Application
  - *Person(s) Responsible: CTE Director*
- ☐ F218 Final Report for Voc Ed Program
  - *Person(s) Responsible: CTE Director*
- ☐ Title IX (Principals, Roberta)
  - *Person(s) Responsible: Asst. Superintendent & Principals*
- ☐ School Improvement Plan Year-End Report to Board
  - *Person(s) Responsible: Principals*
- ☐ Administrator Evaluations – Assistant Principal & Activity Director
  - *Person(s) Responsible: Superintendent, Asst. Superintendent & Principals*
- ☐ Sexual Harassment Reports
  - *Person(s) Responsible: Principals*
- ☐ Suspension & Expulsion Report
  - *Person(s) Responsible: Superintendent's Office, Skyward & CEDARS*
- ☐ Title Year End Report
  - *Person(s) Responsible: Asst. Superintendent*
- ☐ Credits and Clock Hours for Certificated Staff (enter info for possible move on salary schedule)
  - *Person(s) Responsible: Human Resources Manager*
- ☐ Submit IDEA & IDEA Preschool Budget – Due July 1

- *Person(s) Responsible: Assistant Director of Special Services & Program Manager – State & Federal Programs*

☐ Budget Preparation – last board meeting in June for first presentation
- *Person(s) Responsible: Finance Director*

July

☐ Grant Application Proposals
Person(s) Responsible: Asst. Superintendent
- Title III – State Transitional Bilingual
- Hi Cap - State
- Title IIA & IID
- Title 1 – Federal
- LAP – State
- Title V – Innovative Program – Federal
- Title IV – Safe & Drug Free Schools – Federal
- TAP – Teachers Assistance Program - State

☐ Year End Reports + Report to Board
Person(s) Responsible: Asst. Superintendent
- Title I
- LAP
- Hi Cap
- Bilingual, Form 1051E

☐ Special Education End of Year Reports – Due July 15
Person(s) Responsible: Asst. Director of Special Services & Program Manager – State & Federal Programs
- COSF
- Initial Evaluation Timeline Report
- Transition from Part C to Part B Report

☐ ASB Clubs and Fundraisers to board for approval
- *Person(s) Responsible: Exec. Director of Operations & Principals*

☐ Organize joint meeting with PPD (Joe)
- *Person(s) Responsible: Exec. Director of Operations*

☐ Credit and clock hours for certified staff (Dagny)
- *Person(s) Responsible: Human Resources Manager*

☐ Submit Federal Special Ed iGrant– Due July 1
- *Person(s) Responsible: Asst. Director of Special Services & Program Manager – State & Federal Programs*

☐ Budget Hearing & Adoption (Diane)
- *Person(s) Responsible: Finance Director*