


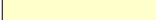
 = Observation-related reminder

 = SGO-related reminder

 = Testing-related reminder


 = HIB-related reminder


 = C, I & A reminder


 = Budget reminder


2022-23 Critical Due Dates & Reminders


Due Date	Responsibility	Submit To	Action	Reminders
Jun 24, 2022 - Jul 22, 2022	Supervisors		Oversee curriculum writing.	
Jul 11, 2022	Principals	Jen W.	Forward completed ANTICIPATED fire and security drill schedule for 2022-23.	
Jul 22, 2022	Supervisors	Millie	Forward completed new & revised curricula in Rubicon due to Curriculum, Instruction and Assessment secretary.	
Jul 22, 2022 – Aug 12, 2022	Supervisors		Meetings with Assistant Superintendent of Curriculum, Instruction, and Assessment to review new & revised curricula.	
Aug 15, 2022	Supervisors	Millie	Final edited documents due in Rubicon.	
Aug 17, 2021 – Aug 19, 2022	All		Administrative Retreat	
Aug 19, 2022	Principals	Jen W.	Submit plans for 9/11 commemoration, Constitution Day, Week of Respect, and School Violence Awareness Week.	
Aug 24, 2022	Supervisors		Board Curriculum Committee Meeting: discussion of new/revised curricula (for approval at August 29 BOE Meeting) .	
Aug 25, 26, and 29, 2022	All		New Teacher Orientation	
Sep 1, 2022	All		Opening Day 1 for Teachers <ul style="list-style-type: none"> Convocation Professional Development Day – schedules to be determined 	
Sep 2, 2022	Principals and Supervisors		Opening Day 2 for Teachers <ul style="list-style-type: none"> Faculty and Department Meetings Training on school safety and security Review of Harassment, Intimidation and Bullying (HIB) policies and procedures, and anti-bullying interventions. Distribute <i>If You See Something, Say Something</i>. Include secretaries, volunteers and Aramark staff Teacher preparation for students' first day 	
First week of school	Principals		Discuss Code of Conduct and HIB with students and document discussion in Student Safety Data System (SSDS).	


 = Observation-related reminder

 = SGO-related reminder

 = Testing-related reminder


 = HIB-related reminder

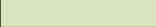
 = C, I & A reminder


 = Budget reminder


2022-23 Critical Due Dates & Reminders

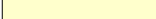
Due Date	Responsibility	Submit To	Action	Reminders
Sep HSA Mtg	Principals		Discuss Code of Conduct and HIB, and document discussion in Student Safety Data System (SSDS).	
Sep 9, 2022	Principals		Conduct 9/11 commemoration.	
Sep 13, 2022	All		New Teacher Meeting (Year 1 and Year 3 Teachers): 3:30 – 5:00 PM, Ed Center.	
Sep 15, 2022	Principals	Jen W.	Conduct First Fire Drill within the first 10 calendar days of school.	
Sep 16, 2022	Principals		Conduct Constitution Day programs.	
Sep 20, 2022	Principals	Jen W.	Conduct First Security Drill within the first 15 calendar days of school.	Jul 2022
Sept 20, 2022	All		New Teacher Meeting (Year 2 and Year 4 Teachers): 3:30 – 5:00 PM, Ed Center.	
Sept 20, 2022	All		Mentor Meeting: 3:30 – 5:00 PM, Ed Center.	
Sep 22, 2022	HS Principal	Assistant Superintendent	Submit all AP Data to Assistant Superintendent and Coordinator of Grants and Standardized Testing.	
Sep 30, 2022	Principals & Supervisors	MLP/HR	All 2022-23 PDPs for new certificated staff must be completed within the first 30 days of employment.	
Oct 3, 2022	Principals	Jen W.	Submit September fire/security drill log. Continue to submit the monthly fire/security drill log by the first school day of each month.	
Oct 3, 2022 – Oct 7, 2022	Principals		Conduct Week of Respect activities and document in Student Safety Data System (SSDS).	
Oct 7, 2022	Supervisors		Route course proposals to MS/HS Building Administrator for approval.	
Oct 10, 2022	All		Professional Development Day – schedules to be determined.	
Oct 11, 2022	All		New Teacher Meeting (Year 1 and Year 3 Teachers): 3:30 – 5:00 PM, Ed Center	
Oct 14, 2022	Principals	MLP	Complete 2022-23 building goals in MLP for review by Assistant Superintendent and Superintendent	Discuss at Sep Principals Mtg
Oct 14, 2022	Supervisors & Principals	Assistant Superintendent	DUE: Curriculum Proposal Forms with principal's comments and signature. (page 3, Section C)	
Oct 17, 2022 – Oct 21, 2022	Principals		Conduct School Violence Awareness Week Activities and document in Student Safety Data System (SSDS).	
Oct 18, 2022	All		New Teacher Meeting (Year 2 and Year 4 Teachers): 3:30 - 5:00 PM, Ed Center	
Oct 19, 2022	Principals (notify teachers)	MLP – SGO Section	Principals and Teachers administer SGO pre-tests or document data for baseline.	Oct 13, 2022
Oct 24, 2022 – Nov 18, 2022	Principals	CSI	Budget managers complete budget proposals and input into CSI, including uploading backup documentation.	


 = Observation-related reminder

 = SGO-related reminder

 = Testing-related reminder


 = HIB-related reminder


 = C, I & A reminder


 = Budget reminder


2022-23 Critical Due Dates & Reminders


Due Date	Responsibility	Submit To	Action	Reminders
Oct 28, 2022	Principals & Supervisors	MLP/HR	NON-TENURED: First required observation must be completed for administrators, teachers and specialists who need three (3) formal observations per year, including staff members receiving “Intensive Supervision.”	Oct 21, 2022
Oct 28, 2022	Principals (notify teachers)	MLP/HR	Teachers submit SGO form through MLP.	Oct 21, 2022
Oct 28, 2022	MS/HS Principals	MLP	Administer building goal pretest.	Discuss at Sep Principals Mtg
Oct 31, 2022	Principals & Supervisors	MLP/HR	All 2022-23 PDPs (with the exception of newly hired certificated staff) due.	Oct 24, 2022
Nov 4, 2022	Principals & Supervisors	Superintendent	Approve SGOs and forwards Statement of Completion to Superintendent.	Discuss at Oct Admin Lead Mtg
Nov. 4, 2022	Principals & Supervisors	MLP/HR	NON-TENURED: All first observations finalized for administrators, teachers and specialists who need three (3) formal observations per year, including staff members receiving “Intensive Supervision.” HR and Superintendent review in MLP.	Oct 28, 2022
Nov 4, 2022	Supervisors	Assistant Superintendent	Budget Request form due, including all requests for new/revised curriculum writing, textbooks, supplies for new courses, and in-district and out-of-district professional development.	Discuss at Sep Supervisor Mtg
Nov 4, 2022	MS/HS Principals	Assistant Superintendent	Forward memo for BOE regarding MS/HS Program of Study changes for 2023-2024, for discussion at the Nov 16 Board Curriculum Committee Meeting	
Nov 8, 2022	All		New Teacher Meeting (Year 1 and Year 3 Teachers): 3:30 - 5:00 PM, Ed Center.	
Nov 15, 2022	All		New Teacher Meeting (Year 2 and Year 4 Teachers): 3:30 - 5:00 PM, Ed Center.	
Nov 16, 2022	MS/HS Principals & Supervisors		Board Curriculum Committee Meeting: discussion of proposed changes to MS/HS Program of Study (for approval at Dec 5 BOE Meeting).	
Nov 21, 2022- Dec 16, 2022	Principals		Chief School Administrator and Cabinet meet with budget managers to review budget proposals.	
Dec 2022	Principals & Supervisors		One faculty or department meeting given to teachers for Safe Schools.	
Dec 9, 2022	Principals		Meet w/School Safety Teams; invite law enforcement to attend. Discuss HIB policies and procedures at this meeting, and document discussion in Student Safety Data System (SSDS).	
Dec 16, 2022	Principals & Supervisors	MLP/HR	NON-TENURED: All second observations completed for administrators, teachers and specialists who need three (3) formal observations per year, including staff members receiving “Intensive Supervision.”	Dec 9, 2022


 = Observation-related reminder

 = SGO-related reminder

 = Testing-related reminder


 = HIB-related reminder


 = C, I & A reminder


 = Budget reminder


2022-23 Critical Due Dates & Reminders

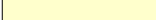
Due Date	Responsibility	Submit To	Action	Reminders
			TENURED: First observation completed for administrators, teachers and specialists who need one/two observations.	
Dec 26, 2022 – Jan 1, 2023			December Recess	
Jan 2, 2023	Principals		Confirm that all faculty have at least 3.75 hours of Safe Schools training.	
Jan 6, 2023	Principals & Supervisors	MLP	NON-TENURED: All second observations finalized for administrators, teachers and specialists who need three (3) formal observations per year, including staff members receiving “Intensive Supervision.” TENURED: All first observations finalized for administrators, teachers and specialists who need one/two observations. Superintendent and HR review in MLP.	Dec 20, 2022
Jan 10, 2023	All		New Teacher Meeting (Year 1 and Year 3 Teachers): 3:30 - 5:00 PM, Ed Center	
Jan 17, 2023 – Jan 20, 2023	Principals/ SABS		School Safety Teams must meet prior to Jan 23, 2023 District SABS meeting.	
Jan 18, 2023	Supervisors		Board Curriculum Committee Meeting	
Jan 23, 2023	SABS		District SABS Meeting	
Jan 24, 2023	All		Mentor Meeting: 3:30 - 5:00 PM, Ed Center	
Jan 24, 2023	All		New Teacher Meeting (Year 2 and Year 4 Teachers): 3:30 - 5:00 PM, Ed Center	
Feb 3, 2023	Principals (notify teachers in advance)	MLP	Any SGO changes must be completed in MLP, per state regulations. Any and all changes must have prior approval of Superintendent.	Jan 27, 2023
Feb 6, 2023 – Feb 17, 2023	Principals	HR	Attend 2022-23 non-tenured staffing meetings with Superintendent and HR.	
TBD	Building Administrators	IT	Compile information on number of working headphones necessary in preparation for NJSLA testing.	Principals’ Testing to-do list
Feb 20, 2023 – Feb 21, 2023			February Recess	
TBD	Building Administrators/ Honor		Train all school test coordinators.	Principals’ Testing to-do list
TBD	Building Administrators		Ensure that all staff members have established an account at https://NJSLA.tms.pearson.com/ in order to gain access to the training modules. Everyone in the building must know how to fill in as a test administrator.	Principals’ Testing to-do list


 = Observation-related reminder

 = SGO-related reminder

 = Testing-related reminder


 = HIB-related reminder


 = C, I & A reminder


 = Budget reminder


2022-23 Critical Due Dates & Reminders


Due Date	Responsibility	Submit To	Action	Reminders
TBD	Building Administrators		Conduct buildings' Test Administrator training.	
Mar 3, 2023	Principals & Supervisors	MLP/HR	NON-TENURED third observations completed for administrators, teachers and specialists who need three (3) formal observations per year, including staff members receiving "Intensive Supervision."	Feb 24, 2023
TBD			Conduct ACCESS testing for ELL students.	
March 6, 2023 – March 10, 2023	Principals (notify teachers)	MLP	Teachers administer SGO post-test. Principals review in MLP.	Feb 27, 2023
Mar 17, 2023	Principals & Supervisors	MLP	NON-TENURED: All third observations finalized for administrators, teachers and specialists who need three (3) formal observations per year, including staff members receiving "Intensive Supervision." Superintendent and HR review in MLP.	Mar 10, 2023
Mar 24, 2023	Supervisors	Millie	Forward new textbook recommendation forms with all purchasing info, and samples for review.	
Mar 27, 2023	Principals (notify teachers)	MLP	Teachers submit end-of-year SGO data through MLP.	Mar 20, 2023
TBD	Building Administrators	Skyward	All students must be entered into or withdrawn from Skyward with their demographic info, and all 504 & IEP students must be checked for accuracy in Skyward for NJSLA testing.	Principals' Testing to-do list
TBD	Principals (remind responsible personnel)	Skyward	Information into Skyward for student PNP's. Responsible personnel are: <ul style="list-style-type: none"> • LDTC's for Special Ed. Students. • Guidance Dept. for 504 students. • ESL teachers for ELL students. 	Principals' Testing to-do list
TBD	Building Administrators	Skyward	Testing groups with assigned Test Administrator created and submitted in Skyward. (Georgia will provide information re: inputting data)	Principals' Testing to-do list
Mar 31, 2023	Principals & Supervisors	MLP	TENURED second observations completed for administrators, teachers and specialists who need two observations.	Mar 24, 2023
Mar 31, 2023	Principals (notify teachers)	MLP/HR	NON-TENURED & TENURED Teachers must enter and/or upload all evaluation evidence (including self- assessment) into MLP.	Mar 24, 2023
Apr 3, 2023 – Apr 7, 2023			Spring Recess	
Apr 14, 2023	Principals & Supervisors	MLP/HR	Finalize SGOs in MLP	Apr 7, 2023


 = Observation-related reminder

 = SGO-related reminder

 = Testing-related reminder

 = HIB-related reminder


 = C, I & A reminder

 = Budget reminder


2022-23 Critical Due Dates & Reminders

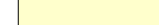
Due Date	Responsibility	Submit To	Action	Reminders
Apr 19, 2023	Supervisors		Board Curriculum Committee Meeting: discussion of new K-12 texts with supervisors present. (For approval at May 22, 2023 BOE Meeting)	Discuss at Feb Supervisors Mtg
TBD	HS Principal		High School NJSLA ELA & Math testing. Make-up dates TBD.	
Apr 21, 2023	Principals & Supervisors	MLP	NON-TENURED annual summative evaluations must be finalized in MLP. Reviewed in MLP by Superintendent and HR.	Apr 14, 2023
Apr 24, 2023	Principals & Supervisors	HR	NON-RENEWAL or INCREMENT WITHHOLDING and RECOMMENDATION FOR TENURE (prepared by primary evaluator in consultation with other observers) Due in memo form to the office of Human Resources. Also due is the submission of all non-tenured staffing decisions.	Apr 17, 2023
Apr 24, 2023	Principals	HR	Submit rationale for all non-tenured staffing decisions	Apr 17, 2023
TBD	MS Principals		Grades 6-8 NJSLA: ELA & Math testing. Make-up dates: TBD	
Apr 24, 2023	Principals & Supervisors	MLP	2023-24 district staffing lists recommended to the BOE for approval. Required for the May 8, 2023 BOE Meeting.	Apr 17, 2023
Apr 28, 2023	Principals & Supervisors	MLP	TENURED: Second observation finalized for administrators, teachers and specialists who need two observations. Reviewed in MLP by Superintendent and HR.	Apr 21, 2023
TBD	ES Principals		Grades 3-5 NJSLA: ELA & Math testing. Make-up dates: TBD	
TBD	ES/MS Principals		Grades 5 NJSLA-S: Science testing. Make-up dates: TBD	
May 19, 2023	Principals & Supervisors	HR	Written recommendations for involuntary transfers of teachers or specialists for the 2023-2024 SY are due in the office of Human Resources. <u>An employee recommended for involuntary transfer must be given:</u> <ol style="list-style-type: none"> 1) A written notice of the recommendation for transfer as soon as possible <i>but no later May 30th</i>; 2) An opportunity to meet with his/her supervisor to discuss the reason(s) for the transfer; 3) A list of positions in the district that are open at the time of the meeting with his/her supervisor; and 4) A written statement of the reasons(s) for the transfer (if requested within 5 days of the meeting with his/her supervisor). 	May 12, 2023
May 19, 2023	Supervisors & MS Asst. Prin.	Asst Superintendent	Committees for summer curriculum writing (For approval at June 12, 2023 BOE Meeting)	Discuss at May Supervisor Mtg
TBD	HS Principal		Grade 11 NJSLA-S (New Jersey Student Learning Assessment for Science) Make-up dates: TBD	


 = Observation-related reminder

 = SGO-related reminder

 = Testing-related reminder

 = HIB-related reminder

 = C, I & A reminder

 = Budget reminder

2022-23 Critical Due Dates & Reminders

Due Date	Responsibility	Submit To	Action	Reminders
May 23, 2023	Principals & Supervisors	MLP	TENURED annual summative evaluations must be finalized in MLP. Reviewed in MLP by Superintendent and HR	May 16, 2023
TBD	MS Principals		Grade 8 NJSLA-S (New Jersey Student Learning Assessment for Science) Make-up dates: TBD	
Jun 5, 2023 – Jun 9, 2023	Principals/ SABS		School Safety Teams must meet prior to 6/12/2023 District SABS meeting	
Jun 12, 2023	SABS		District SABS meeting	
Jun 22, 2023	All		Last day of instruction/RHS graduation	
Jun 22, 2023	Principals	Jen W.	Forward completed, signed original of 2022-23 fire and security drill record ASAP after final drill (no later than 6/22/23)	.
Jun 23, 2023	All		Closing day for teachers	