



COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM

2023-2024 Activities Calendar

Revised 7/6/23 HB
I/All Staff/Calendars

GUIDING PRINCIPLES

(What we believe)

CTE prepares all students for Career and College

CTE is NOT only for students who don't plan to go to college

CTE needs support from parents and counselors

CTE inspires students with different career possibilities and options

CTE offers purpose, relevancy and connects learning to the real world

CTE students are equipped with employability skills

CTE students experience business and industry while in high school

CTE students leave high school with a skill

CTE students can earn industry recognized certificates

CTE empowers students to study subjects they're passionate about

CTE students can earn college credit while in high school

CTE students complete high school with a college AND career plan



COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM

CRY-ROP MESSAGES

(What we want them to know)

To Students - Career Technical Education aligns secondary and postsecondary education to labor market demand, and provides technical, academic and employability knowledge and skills. Most importantly, CTE prepares students for careers of their choice.

To Parents - Explore traditional and non-traditional career options with your child to understand the steps to take to achieve their career goal by encouraging them to participate in CTE classes, work-based learning, job shadowing, industry tours, college visits, and talking with industry experts.

To Counselors and Fellow Educators - Help students understand the connection between college, career and labor market demand by exploring various CTE classes.

To Business and Industry - CRY-ROP values your input and understands your need for skilled employees who have outstanding character traits, work experience and academic skills which are all necessary for employee success.



COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM

July 2023 Department Activities

Superintendent/Human Resources:

- Target Solutions Mandated Training (All Staff)
- Strategic Action Plan
- Start Superintendent's Evaluation Process
- Hire Staff
- Prepare for 2023-2024 School Year
- Renew Memberships/Contracts
- Schedule Educational Foundation Board Meeting dates 2023-2024
- Submit EL Authorization Waivers
- Annual Substitute Training
- Update all desk manuals

Career Readiness Specialists:

- SUMMER BREAK

Business Services:

- Timesheets Due (Students) (7/5)
- Timesheets Due (Students/Classified/Certificated) (7/18)
- Timesheets Due (Subs) (7/26)
- Pay Day (Students) (7/17, 7/31)
- Basic Office and Instructional Supply Order

Student Services:

- Finalize Facts at a Glance
- Finalize Annual Report

Teachers/Education Services:

- Prepare for Fall In-Service
- Prepare for 2023-2024 School Year
- HQ CTE Evaluations with Partner Districts
- Review and update Pathway to Career Plan
- Prepare Biennial Reviews

KEY FOR CALENDAR:

CRY-ROP Organizational Dates

Colton Joint Unified School District

Redlands Unified School District

Yucaipa Calimesa Joint School District

External Conferences/Workshops/Meetings

Student Services & Adult Programs

ACRONYMS:

CAROC

CFM

CJUSD

CTE TEACH

NA-C

REVHS

RUSD

SBCSS

TIP

VMT

YCJUSD

YHS

CALIFORNIA ASSOCIATION OF REGIONAL OCCUPATIONAL CENTERS AND PROGRAMS

CONSTRUCTION AND FACILITIES MAINTENANCE

COLTON JOINT UNIFIED SCHOOL DISTRICT

CAREER TECHNICAL EDUCATION TEACH

NURSE ASSISTANT-CERTIFIED

REDLANDS EAST VALLEY HIGH SCHOOL

REDLANDS UNIFIED SCHOOL DISTRICT

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

TEACHER INDUCTION PROGRAM

VEHICLE MAINTENANCE TECHNICIAN

YUCAIPA-CALIMESA UNIFIED SCHOOL DISTRICT

YUCAIPA HIGH SCHOOL

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Mon-Thurs 7AM-5PM Fri 7:30AM-4PM 9/80 Schedules Begin						1
2	3	4 Fourth of July/Office Closed	5	6 Education Foundation Meeting 3:30PM-4:30PM	7	8
9	10	11 Board Rehearsal 3PM RUSD Board Meeting 6:30PM	12 Board Meeting 5PM Educational Foundation Board Meeting 6:30PM	13 Staff Meeting 8:30AM-10AM	14 Group B Friday Off	15
16	17	18 YCIUSD Board Meeting 6:30PM	19 Annual Substitute Training 9AM-1PM	20 Instructional Leadership 2:30PM-4:30PM CJUSD Board Meeting 5:30PM	21 Group A Friday Off	22
23	24	25	26	27 ----- TIP Boot Camp -----	28	29
30	31 All Staff Fall In-Service					

August 2023 Department Activities

Superintendent/Human Resources:

- Welcome Back Message on Website
- Campus Info Binder updated
- Superintendent Visit All Classrooms
- Register for Fall CTE Conference
- Cabinet Attend Back to School Nights

Career Readiness Specialists:

- Visit all ROP & CTE classrooms first month of school
- Ambassador Recruitment
- Recruit for low enrolled classes
- Schedule Career Fairs at all Campuses
- Ambassador Training Day Prep
- CRS Class Presentations to all ROP and CTE Students
- Attend Back to School Night

Business Services:

- Timesheets Due (Students (8/3)
- Timesheets Due (Students/Classified/Certificated) (8/18)
- Timesheets Due (Subs) (8/25)
- Pay Day (Students) (8/15, 8/31)
- SBCSS closes 2022-2023 Financial Statements

Teachers/Education Services:

- Teachers send enrollment numbers first three weeks of school
- Syllabus/Topic Calendars/Substitute Binders Due
- Prepare Classrooms for Back to School Nights
- Visit All Classes
- Place orders for open POs
- SWP Q4 Reporting Due

Student Services:

- WorkAbility1 Final Budget Due
- Recruit all Adult Classes
- Coordinate Calendar with Redlands Adult School
- Attend Work Based Learning Meetings
- Reserve Evening of Excellence Venue
- Present Facts at a Glance and Annual Report

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>CJUSD/RUSD/YCJUSD Collaboration Meetings to be scheduled by PMs</u>		1 CJUSD Teacher Prep Day Board Agenda Building 12PM	2 CJUSD Teacher Prep Day	3 CJUSD 1st Day of School CJUSD Board Meeting 5:30PM	4	5
6	7 RUSD Staff Prep Day YCJUSD Teacher Prep Day	8 GVHS Orientation Night RUSD Staff Prep Day YCJUSD Teacher Prep Day RUSD Board Meeting 6:30PM	9 YCJUSD Teacher Prep Day RUSD 1st Day of School	10 YCJUSD 1st Day of School	11 Group B Friday Off	12
13	14	15 Board Rehearsal 3PM YCJUSD Board Meeting 6:30PM	16 Board Meeting 5PM	17 Staff Meeting 8:30AM-10AM Instructional Leadership 2:30PM-4:30PM CJUSD Board Meeting 5:30PM	18 Teachers Report Enrollment Numbers Group A Friday Off	19
20	21	22	23 BMS Back to School Night TIP 4:15PM-6:15PM	24 Education Foundation Meeting 3:30PM-4:30PM PVMS Back to School Night	25 Teachers Report Enrollment Numbers Group B Friday Off	26
27	28	29 CVHS, REVHS, RHS Back to School Night Board Agenda Building 12PM	30	31 MVMS Back to School Night		

September 2023 Department Activities

Superintendent/Human Resources:

- Schedule New Employee Appointments with Superintendent
- Complete Superintendent Evaluation and Contract
- Invite Legislators on Class Tours
- Register to Attend Educating for Careers Conference

Career Readiness Specialists:

- Schedule Workshops
- Confirm Counselor Roadshow Dates

Business Services:

- Timesheets Due (Students) (9/5)
- Timesheets Due (Students/Classified/Certificated) (9/18)
- Timesheets Due (Subs) (9/26)
- Pay Day (Students) (9/15, 9/29)
- Final Audit of 2022-2023 Financial Statements By Auditors
- Unaudited Actuals due at CDE
- Inventory of Classrooms
- Prepare Employment Program Invoicing by 10th (CSEP & WCW)

Teachers/Education Services:

- Teachers Plan and Schedule a field trip
- Identify Business/Industry Advisory Members
- Check Class Enrollments
- Schedule Class Visits with Superintendent

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>CJUSD/RUSD/YCJUSD Collaboration Meetings to be scheduled by PMs</u> Resolutions: Week of the School Administrator Disability Awareness Red Ribbon Week					1 Teachers Report Enrollment Numbers Group A Friday Off	2
3	4 Labor Day/Office Closed	5	6	7 CJUSD Board Meeting 5:30PM	8	9
10	11	12 Board Rehearsal 3PM YCJUSD Board Meeting 6:30PM RUSD Board Meeting 6:30PM	13 Board Meeting 5PM Educational Foundation Board Meeting 6:30PM	14 Staff Meeting 8:30AM-10AM	15	16
17	18	19	20 TIP 4:15PM-6:15PM	21 Instructional Leadership 2:30PM-4:30PM CJUSD Board Meeting 5:30PM	22 SBCSS Advisory-Education & Family Services Group A Friday Off	23
24	25	26 Board Agenda Building 12PM RUSD Board Meeting 6:30PM	27	28 Education Foundation Meeting 3:30PM-4:30PM	29	30

October 2023 Department Activities

Superintendent/Human Resources:

- Schedule Board Member class visits
- Visit Classrooms
- Schedule Leadership Meeting
- 1st Interim Review by Superintendent
- Submit CALPADS reporting to SBCSS Credentialing Office

Career Readiness Specialists:

- Student Career Plan Workshops
- Report to Cabinet Workshops Conducted 1st Quarter

Business Services:

- Timesheets Due (Students) (10/3)
- Timesheets Due (Students/Classified/Certificated) (10/18)
- Timesheets Due (Subs) (10/26)
- Pay Day (Students) (10/16, 10/31)
- 1st Interim Budget Worksheet to Managers
- Safety Reports Provided to Teachers
- Prepare Employment Program Invoicing by 10th (CSEP & WCW)

Teachers/Education Services:

- Start thinking about Evening of Excellence Nominations
- WBL Orientation
- Confirm Career Pathway Data at all sites
- By Nov. 1st, all SWP Purchases entered into Fin2K

Student Services:

- CALPADS-Partner District Reporting for Credentialing
- Perkins Report — CDE 20
- Launch Scholarship Fundraising Campaign (Program Ads/Other)
- Launch Student Cover Contest for Evening of Excellence
- Adult Career Fair (partnered w/Redlands Chamber & WDD)

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 WBL List for Board Agenda	2 EoE Cover Contest Starts	3 YCUUSD Board Meeting 6:30PM	4	5 CJUSD Board Meeting 5:30PM	6 CJUSD 1st Quarter Ends RUSD 1st Quarter Ends YCUUSD 1st Quarter Ends Group A Friday Off	7
8	9 CJUSD 2nd Quarter Begins	10 Board Rehearsal 3PM RUSD Board Meeting 6:30PM	11 Board Meeting 5PM	12 Staff Meeting 8:30AM- 10AM	13 SBCSS Advisory- Manufacturing & Product Development Group B Friday Off	14
15	16	17 YCUUSD Board Meeting 6:30PM	18 HR FAQs Meeting	19 Instructional Leadership 2:30PM-4:30PM Education Foundation Meeting 3:30PM-4:30PM CJUSD Board Meeting 5:30PM	20 Group A Friday Off	21
22	23	24 Board Agenda Building 12PM RUSD Board Meeting 6:30PM	25 CJUSD Community Cabinet 10AM TIP 4:15PM-6:15PM	26	27 SBCSS Advisory-Marketing, Sales & Service Group B Friday Off	28
29	30	31	<u>CJUSD/RUSD/YCUUSD Collaboration Meetings to be scheduled by PMs</u> Cyber Security Month Disability Awareness Month			

November 2023 Department Activities

Superintendent/Human Resources:

- Board Reorganization Process
- Attend Counselor Roadshows

Career Readiness Specialists:

- Attend Counselor Roadshows
- Deliver Workshops
- Schedule Middle School Events

Business Services:

- Timesheets Due (Students) (11/3)
- Timesheets Due (Students/Classified/Certificated) (11/17)
- Timesheets Due (Subs) (11/27)
- Pay Day (Students) (11/15, 11/30)
- Prepare Employment Program Invoicing by 10th (CSEP & WCW)

Teachers/Education Services:

- Evening of Excellence Cover Contest Open to All Students
- Turn in Student Pictures and Stories for Social Media
- Invite Counselors into Classrooms
- Start Evening of Excellence Planning

Student Services:

- CALPASS + Upload
- Check Enrollment in Adult Classes
- Testing Center & WBL to Attend and Present at Counselor Roadshows
- Follow-Up Calls 11/28-12/14

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>CJUSD/RUSD/YCJUSD Collaboration Meetings to be scheduled by PMs</u>			1 RUSD Staff Professional Day	2 Teacher PD/Collab 4:30PM-6:00PM CJUSD Board Meeting 5:30PM	3 SBCSS Advisory-Healthcare Group A Friday Off	4
5	6	7 Board Rehearsal 3PM	8 Board Meeting 5PM	9 Staff Meeting 8:30AM-10AM EoE Cover Contest Ends	10 Veteran's Day/Office Closed	11
12	13	14 YCJUSD Board Meeting 6:30PM RUSD Board Meeting 6:30PM	15 TIP 4:15PM-6:15PM	16 Instructional Leadership 2:30PM-4:30PM CJUSD Board Meeting 5:30PM	17 Group B Friday Off	18
19	20	21	22	23 Thanksgiving / Office Closed	24 Thanksgiving / Office Closed	25
26	27	28 RHS Counselor Roadshow Board Agenda Building 12PM	29 REV Counselor Roadshow	30 CVHS Counselor Roadshow Education Foundation Meeting 3:30PM-4:30PM		

December 2023 Department Activities

Superintendent/Human Resources:

- Prepare for New Board members
- Board Reorganization
- Purchase 2024 Labor Law Posters
- Benefit Bridge Payment

Career Readiness Specialists:

- Complete Counselor Roadshows
- Schedule 2nd Semester Pathway Plus Workshops
- Recruit for 2nd Semester Classes

Business Services:

- Timesheets Due (Students) (12/5)
- Timesheets Due (Students/Classified/Certificated) (12/18)
- Timesheets Due (Subs) (12/22)
- Pay Day (Students) (12/15, 12/29)
- 1st Interim due at SBCSS
- Basic Office and Instructional Supply Order
- Prepare Employment Program Invoicing by 10th (CSEP & WCW)

Teachers/Education Services:

- Enter 1st Semester Grades in Certificate Tracking Form
- Schedule Principal Meetings to discuss 2024-2025 Course Schedule

Student Services:

- Follow-Up calls by CRSs 11/28-12/14
- Follow-Up calls by Testing Proctors & Classified Subs 12/4-12/14

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>CJUSD/RUSD/YCJUSD Collaboration Meetings to be scheduled by PMs</u>					1 YHS Counselor Roadshow Group A Friday Off	2
3	4 BHS Counselor Roadshow	5 CHS Counselor Roadshow	6	7 GTHS Counselor Roadshow	8 SBCSS Advisory-ICT Group B Friday Off	9
10	11	12 YCJUSD Board Meeting 6:30PM RUSD Board Meeting 6:30PM	13	14 Board Rehearsal 9AM CJUSD Board Meeting 5:30PM CJUSD 2nd Quarter Ends YCJUSD 2nd Quarter Ends	15 All Staff Winter In Service CJUSD, RUSD and YJCUSD Winter Break RUSD 2nd Quarter Ends Board Meeting 9AM	16
17	18	19	20	21 Staff Meeting 8:30AM-10AM Instructional Leadership 2:30PM-4:30PM	22 Winter Break/ Office Closed	23
24	25	26	27	28	29	30
31						

January 2024 Department Activities

Superintendent/Human Resources:

- Schedule Board Classroom Visits
- Schedule Grids/Office Staff Schedules
- Affordable Care Act Reporting to County
- Vacation/Sick Leave Balance Reports to Management
- 2nd Interim Review by Superintendent

Career Readiness Specialists:

- CTE Month Prep
- Follow-Up Calls
- CNA Recruitment
- 8th Grade Parent Night
- Future Freshmen Visits
- Career Fairs (Site Specific)
- Schedule Mock Interviews

Business Services:

- Timesheets Due (Students) (1/3)
- Timesheets Due (Students/Classified/Certificated) (1/18)
- Timesheets Due (Subs) (1/25)
- Pay Day (Students) (1/16, 1/31)
- 2nd Interim Worksheet to Managers from Business Services
- Prepare Employment Program Invoicing by 10th (CSEP & WCW)

Teachers/Education Services:

- Nominate Outstanding Students 1/15-1/31
- CTEIG Report Due
- 2024-2025 District Planning Meetings
- Prepare Biennial Reviews

Student Services:

- Data Analyst Provide PMs Semester 2 Enrollment Numbers
- Data Analyst and Ed Services Meet re: Program Reports and Biennial Review
- Order Materials for Evening of Excellence Awardees
- Follow-Up calls by CRSs 1/8-1/17
- Follow-Up calls by Testing Proctors & Classified Subs 1/17-1/31
- Data Analyst email Cabinet Spring Enrollment Numbers
- Adult/Afterschool Celebration for Fall Term

KEY FOR CALENDAR:

CRY-ROP Organizational Dates

Colton Joint Unified School District

Redlands Unified School District

Yucaipa Calimesa Joint School District

External Conferences/Workshops/Meetings

Student Services & Adult Programs

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>CJUSD/RUSD/ YCJUSD Collabora- tion Meetings to be scheduled by PMs</u>	1 Winter Break/ Office Closed CJUSD, RUSD and YCJUSD Winter Break	2 -----	3 -----CJUSD and RUSD Winter Break-----	4	5	6
7	8 CJUSD Winter Break	9 RUSD Board Meeting 6:30PM	10	11	12 SBCSS Advisory-Culinary Group A Friday Off	13
14	15 Martin Luther King Jr./ Office Closed	16	17	18 Instructional Leadership 2:30PM-4:30PM	19	20
21	22	23	24 TIP 4:15PM-6:15PM	25 Education Foundation Meeting 3:30PM-4:30PM	26 Group B Friday Off	27
28	29	30	31			

February 2024 Department Activities

Superintendent/Human Resources:

- Schedule Legislative Visits
- Evaluations: Management, TOAs, Classified Staff Due 2/15
- 2024-2025 Master School Calendar

Career Readiness Specialists:

- CTE Month Activities
- 8th Grade Parent Night
- Future Freshmen Night/Visit
- Career Fairs (Site Specific)
- Participate in Next Year's Class Programming

Business Services:

- Timesheets Due (Students) (2/5)
- Timesheets Due (Students/Classified/Certificated) (2/20)
- Timesheets Due (Subs) (2/26)
- Pay Day (Students) (2/15, 2/29)
- Prepare Employment Program Invoicing by 10th (CSEP & WCW)

Teachers/Education Services:

- CTE Month
- Outstanding Student Nominations
- Evening of Excellence Scholarship Applications
- Finish Biennial Reviews
- SWP Q2 Report Due

Student Services:

- Create Flier for Middle School Summer Camp
- Middle School Summer Camp Recruitment at Middle School HS Orientation Events

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>CJUSD/RUSD/YCJUSD Collaboration Meetings to be scheduled by PMs</u> Resolutions: Black History Month CTE Month Cesar Chavez Day				1 UC A-G Initial Course Sub- mission Period Begins	2 Group A Friday Off	3
4	5	6	7 CJUSD Community Cabinet 10AM	8	9 SBCSS Advisory- Construction Group B Friday Off	10
11	12	13 RUSD Board Meeting 6:30PM	14 Board Meeting 5PM Educational Foundation Meeting 6:30PM	15 Instructional Leadership 2:30PM-4:30PM	16 Group A Friday Off	17
18	19 President's Day/ Office Closed	20	21 TIP 4:15PM-6:15PM	22 Education Foundation Meeting 3:30PM-4:30PM	23	24
25	26	27	28	29		

March 2024 Department Activities

Superintendent/Human Resources:

- Start Master Agreements
- Conduct Teacher Expectation Committee
- Start SAP Revisions
- Start Activities Calendar
- Finalize 2024-2025 CRY-ROP Master Calendar
- Reasonable Assurance Letters Sent
- HR FAQs

Career Readiness Specialists:

- CTE Month
- 8th Grade Parent Night
- Future Freshmen Visits
- Career Fairs (Site Specific)
- Recruit for ROP Summer School and Summer Camp
- Prepare site information for summer mailer

Business Services:

- Timesheets Due (Students) (3/5)
- Timesheets Due (Students/Classified/Certificated) (3/19)
- Timesheets Due (Subs) (3/26)
- Pay Day (Students) (3/15, 3/29)
- Interim Audit for 2023-2024 Financial Statements by Auditors
- 2nd Interim Due at SBCSS
- Adopted Budget Worksheet to Managers
- Prepare Employment Program Invoicing by 10th (CSEP & WCW)

Teachers/Education Services:

- Summer School Schedule and Budget
- Master Course Schedule Draft

Student Services:

- Perkins Report — CDE 21
- Middle School Summer Camp Recruitment at Middle School HS Orientation Events
- Outstanding Students/Ambassadors/Scholarship Winners Notified
- Adult Career Fair (partnered w/Redlands Chamber & WDD)

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>CJUSD/RUSD/YCJUSD Collaboration Meetings to be scheduled by PMs</u>					1 SBCSS Advisory- Transportation WBL List for Board Agenda Group B Friday Off	2
3 -----Educating for Careers-----	4	5	6	7	8 YCJUSD 3rd Quarter Ends Group A Friday Off	9
10	11	12 RUSD Board Meeting 6:30PM	13 Board Meeting 5PM	14 HR FAQs Meeting	15 CJUSD 3rd Quarter Ends RUSD 3rd Quarter Ends Group B Friday Off	16
17	18	19	20	21 Instructional Leadership 2:30PM-4:30PM	22 Group A Friday Off	23
-----CJUSD, and RUSD Spring Break-----						
24	25	26	27	28	29 Office Closed	30
-----CJUSD, RUSD and YCJUSD Spring Break-----						
31						

April 2024 Department Activities

Superintendent/Human Resources:

- Schedule Summer Leadership SAP
- CRS Calendar
- Advertise Summer School Vacancies
- Vacation/Sick Leave Balance Reports to Managers

Career Readiness Specialists:

- Middle School Summer Camp Recruitment
- Evening of Excellence/Student Showcase Prep
- CRS Board Presentations

Business Services:

- Timesheets Due (Students) (4/3)
- Timesheets Due (Students/Classified/Certificated) (4/18)
- Timesheets Due (Subs) (4/25)
- Pay Day (Students) (4/15, 4/30)
- Newspaper Designation for Adopted Budget
- Last day to submit PO Reqs for supplies/equipment
- Adopted Budget Worksheet to Managers to Business Services
- Prepare Employment Program Invoicing by 10th (CSEP & WCW)

Teachers/Education Services:

- Scholarship Applications (Beaver/Linda Denver/Tom Bell/Corvettes West)

Student Services:

- Prepare Student Exit Surveys 4/10-4/21
- Revise Course Catalog
- Draft 2024-2025 Master Schedule
- Recruitment for Middle School Camp “CTE Discovery Camp”
- Begin SWP5 MOU renewal with SBVC
- WA1 Final Budget Report Due
- Evening of Excellence Certificates printed

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
			YCIUSD Spring Break		Group B Friday Off	
7	8	9	10	11	12	13
		RUSD Board Meeting 6:30PM	Board Meeting 5PM		SBCSS Advisory-AME Group A Friday Off	
14	15	16	17	18	19	20
				Instructional Leadership 2:30PM-4:30PM	Group B Friday Off	
21	22	23	24	25	26	27
		RUSD Board Meeting 6:30PM	CJUSD Community Cabinet 10AM TIP 4:15PM-6:15PM	CRS Meeting 8:00AM-4:30PM Education Foundation Meeting 3:30PM-4:30PM	Group A Friday Off	
28	29	30	<u>CJUSD/RUSD/YCIUSD Collaboration Meetings to be scheduled by PMs</u> Resolutions: Classified School Employee Week Day of the Teacher			

May 2024 Department Activities

Superintendent/Human Resources:

- Finalize Teacher Expectations
- Offers of Employment for Teachers/Teacher Expectation
- Evaluations: Teachers due 5/15
- Open Enrollment
- Begin EL Authorization Waiver Process
- Compensation Schedules

Career Readiness Specialists:

- Ambassador End of Year Event
- Middle School Summer Camp Recruitment
- Evening of Excellence/Student Showcase

Business Services:

- Timesheets Due (Students) (5/3)
- Timesheets Due (Students/Classified/Certificated) (5/20)
- Timesheets Due (Subs) (5/24)
- Pay Day (Students) (5/15, 5/31)
- Adopted Budget Review by Superintendent
- Budget Public Inspection
- Prepare Employment Program Invoicing by 10th (CSEP & WCW)

Teachers/Education Services:

- Teacher Calendar
- UC a-g Submission Phase
- CRS Calendar
- Schedule Teacher Exit Appointments

Student Services:

- Perkins Reporting Due
- Pathway Certificates printed and distributed to teachers

Due June 1st:

Technology Plan
Safety Plan
WBL Handbook
Employee Manual
Substitute Teacher Handbook
Adult Student Handbook
Course Catalog
Board Presentations
Master Course Schedule
Software List

Teacher Expectations
Compensation Notes
Master Calendar
CRS Calendar
Project Assignments
Activities Calendar/Deadlines
Contracts List
Membership/Dues List
Hardware Replacement Schedule

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>CJUSD/RUSD/YCJUSD Collaboration Meetings to be scheduled by PMs</u> Mental Health Awareness Month			1	2	3 Group B Friday Off	4
5	6	7 RUSD Board Meeting 6:30PM	8	9	10 SBCSS Advisory-Public Services Group A Friday Off	11
12	13	14	15 Evening of Excellence Board Meeting 3PM	16 Instructional Leadership 2:30PM-4:30PM	17 Group B Friday Off	18
19	20	21 RUSD Board Meeting 6:30PM	22 TIP 4:15PM-6:15PM	23 Education Foundation Meeting 3:30PM-4:30PM	24 Group A Friday Off	25
26	27 Memorial Day/ Office Closed	28	29	30	31	

June 2024 Department Activities

Superintendent/Human Resources:

- Prepare Office Staff Schedules
- Project Assignments
- Activity/Deadlines Calendar
- Board Agenda Planning and Presentation Calendars
- Course Catalog
- Software List
- 9/80 Schedule
- Frontline End of Year Roll
- ELTS End of Year Roll
- EPICS Personnel End of Year Roll
- Frontline Renewal
- Returning List for Board (compensation notes)
- Teacher Offers of Employment

Career Readiness Specialists:

- Plan 2024-2025 School Year Activities

Business Services:

- Timesheets Due (Students) (6/4)
- Timesheets Due (Students/Classified/Certificated) (6/18)
- Timesheets Due (Subs) (6/25)
- Pay Day (Students) (6/17, 6/28)
- Office Supply Order for Main Site
- 2024-2025 Adopted Budget Due to SBCSS
- Unaudited Actuals - Reconciliation 2023-2024 Grants
- Contracts/Memberships/Software Lists
- Prepare Employment Program Invoicing by 10th (CSEP & WCW)
- Software List

Teachers/Education Services:

- Teacher Check Outs
- Course Catalog
- Update Course Outlines
- Summer Teacher PD

Student Services:

- Middle School Summer Camp
- WorkAbility1 Annual Report due to CDE
- Facts at a Glance
- Teacher Check Outs for Adult Programs
- Adult & Afterschool Celebration Ceremony

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Summer Office Staff Schedule: MON-FRI 7:30AM-4PM/7:30AM-4:30PM No 9/80 Schedules						1
2	3 ----- CJUSD Last Day of School	4	5 ----- Teacher Checkout YCIUSD Last Day of School	6 ----- RUSD Last Day of School/Minimum Day	7	8
9	10 -----Teacher Teacher PD Half Day	11 -----Teacher Checkout----- Board Rehearsal 3PM RUSD Board Meeting 6:30PM Teacher PD Half Day	12 Teacher PD Half Day Board Meeting 5PM	13 Staff Meeting 8:30AM-10AM	14	15
16	17 -----Middle School Camp-----	18	19 Juneteenth/Office Closed	20 Instructional Leadership 2:30PM-4:30PM -----Middle School Camp-----	21	22
23	24 -----	25	26 Middle School Camp	27 Education Foundation Meeting 3:30PM-4:30PM	28	29
30 UC A-G Initial Course Submission Period Ends						



COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM

MISSION

Preparing students for high demand careers by providing exceptional Career Technical Education programs influenced by business and industry

VISION

Inspiring career possibilities for ALL students

FOLLOW US!



#Proud2bROP

1214 Indiana Court
Redlands, California 92374
(909) 793-3115
www.cryrop.org