



Annual Task Calendar for Wisconsin School Superintendents 2025-2026

Annual Task Calendar for Wisconsin School Superintendents

Updated July 2025

To print in calendar format:

Landscape; Print both sides; 2 staples

COOPERATIVE EDUCATIONAL SERVICE AGENCY (CESA) 5

626 E. Slifer St.

Portage, WI 53901

(608) 745-5400

www.cesa5.org

A Starting Point for Annual Planning

Leading a school district involves a dynamic and ongoing set of responsibilities. The demands on school leaders are significant and require careful organization and prioritization. To support this work, CESA 5 has developed this calendar as a starting point for annual planning, designed to help superintendents manage key tasks throughout the school year.

This monthly task list provides a framework to guide you through critical deadlines and priorities, helping your district stay on track. **The electronic version includes clickable links** to relevant documents to save you time in accessing resources. Your district may complete listed tasks on a different timeline. Adjust as necessary. Some blank spaces are available for you to add your own items.

Please share this document with others in your district office as you work together to plan for the school year.

This calendar is not (and is not intended to be) a complete list of all superintendent or school district responsibilities. The information provided is based on available information at the time this document was published. It should not be relied upon as legal advice.

We value your input to make this resource as effective as possible. If you have suggestions for future calendars, please email us at datahub@cesa5.org.

We hope this calendar serves as a valuable tool for you and your team throughout the school year!



For additional resources related to this calendar:

<https://tinyurl.com/SuptTaskResources>

The most recent version of this document is available at:

<https://www.cesa5.org/about/resources.cfm>

Contact your local CESA for additional support.

JULY

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Annual Adoption of Pupil Academic Standards • <i>Wis. Stat. § 120.12(13)</i>	<u>Wis. Stat. § 120.12(13)</u>			<input type="checkbox"/>
	Prepare for Annual Meeting • <i>No annual meeting may be held before May 15 or after October 31</i> • <i>Notice of meeting must be published twice by the district clerk</i>	<u>WASB Annual School District Meeting Booklet</u>			<input type="checkbox"/>
	Prepare to Publish Required Budget Summary • <i>Wis. Stat. § 65.90</i>	<u>WASB Annual School District Meeting Booklet</u>			<input type="checkbox"/>
	Report Crime Statistics to School Board • <i>Submit report to DPI annually by July 31</i> • <i>Wis. Stat. § 118.124</i>	<u>Guidance for Complying with Reporting Requirements under Wis. Stat. § 118.124</u>			<input type="checkbox"/>
	Update Board Policies • <i>Address changes in state or federal requirements as necessary</i>				<input type="checkbox"/>
District	Establish Administrative Meeting Schedule for the Year • <i>Create list of tentative monthly topics</i>				<input type="checkbox"/>
	Prepare for New Staff Orientation • <i>Send communication containing schedules and expectations</i>				<input type="checkbox"/>
	Prepare for Staff Inservice Days • <i>Send communication containing schedules and expectations</i>				<input type="checkbox"/>
	Review Cash Flow for Entire Fiscal Year • <i>Determine if cash flow borrowing is necessary</i>				<input type="checkbox"/>
	Review State & Federal Annual Notice Requirements • <i>Develop plan to meet all notice requirements</i>	<u>State and Federal Annual Notice Requirements</u>			<input type="checkbox"/>
	Review District Website • <i>Update information as necessary</i> • <i>Review regularly throughout the school year</i>				<input type="checkbox"/>
	Update Enrollment Projections • <i>Update budgetary projections</i> • <i>Verify staffing needs are met</i>				<input type="checkbox"/>
Reports	Update Handbooks (Employee, Student, etc.) • <i>Follow district procedures for review and approval</i>				<input type="checkbox"/>
	Review DPI Financial Reporting Requirements • <i>Review all DPI reports that are due in the next three months</i> • <i>Ensure required reports to other entities are being completed</i>	<u>DPI School Financial Services (Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Review and Complete "As Appropriate" DPI Reports • <i>Review reports to determine if required for your school district</i>	<u>DPI School Financial Services (Fiscal Year at a Glance)</u>			<input type="checkbox"/>

JULY

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Reports	Review WISEgrants Federal Grants Portal <ul style="list-style-type: none"> For funds related to Title, IDEA, Perkins, etc. Review deadlines for assurances, budgets, and claims that occur throughout the year 	<u>DPI WISEgrants</u>			<input type="checkbox"/>
Students	Review Food Service Plans <ul style="list-style-type: none"> Publish Free/Reduced Lunch notices 	<u>Free & Reduced Meal Eligibility (DPI)</u>			<input type="checkbox"/>
	Review Student Transportation Plans <ul style="list-style-type: none"> Wis. Stat. § 121.51-121.59 	<u>Pupil Transportation Overview (DPI)</u>			<input type="checkbox"/>
	Review Summer Building Maintenance Status				<input type="checkbox"/>
Other					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



Wisconsin Data Hub

The **free** collaborative online data hub for Wisconsin school districts

- Access statewide salary data, handbooks, and other resources

<https://datahub.cesa5.org>

Professional Development This Month

Featured Opportunities from



- Business Office Staff Trainings
- Infinite Campus User Trainings
- Substitute Teacher Trainings

For information about these and other events, go to:

<https://www.cesa5.org/events>

Notes

AUGUST

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Confirm Timeline for Superintendent Evaluation Process <ul style="list-style-type: none"> Review policies and contract language 				<input type="checkbox"/>
	Submit Seclusion and Restraint Report <ul style="list-style-type: none"> Share prior year data with your board by October 1 Complete DPI reporting requirements by December 1 Wis. Stat. § 118.07 	DPI Seclusion and Physical Restraint			<input type="checkbox"/>
					<input type="checkbox"/>
District	Coordinate Mandatory Trainings for School Employees <ul style="list-style-type: none"> Develop recordkeeping system Establish deadlines and ensure completion 	Mandatory School Employee Training Requirements			<input type="checkbox"/>
	Establish Chain of Command <ul style="list-style-type: none"> For the district office when the superintendent is out of the district Ensure schools also have a plan in the event of a principal absence 				<input type="checkbox"/>
	Prepare for Career & Technical Education Data Snapshot <ul style="list-style-type: none"> Begin data collection for your WISEdata Snapshot in December This data is used in Wisconsin's accountability report cards and to meet federal grant requirements 	DPI CTE Data Resources			<input type="checkbox"/>
	Review Plan for Emergency School Closings <ul style="list-style-type: none"> Determine plan to communicate with staff, parents, and the public Confirm which neighboring superintendents are part of your emergency closing decision-making network If available for your area, subscribe to weather alert emails from the National Weather Service 	National Weather Service Website			<input type="checkbox"/>
	Review Staff Evaluation Process <ul style="list-style-type: none"> Update as necessary Communicate with staff as appropriate 				<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements <ul style="list-style-type: none"> Review all DPI reports that are due in the next three months Ensure required reports to other entities are being completed 	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for and/or Complete Mandatory DPI Reports <ul style="list-style-type: none"> Calendar, Census, District Aid Certification, etc. 	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for and/or Complete "As Appropriate" DPI Reports <ul style="list-style-type: none"> Review reports to determine if required for your school district 	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>

AUGUST

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Students	Review Crisis Management Plan <ul style="list-style-type: none"> • Include safety drill plans and emergency response protocols • Wis. Stat. § 118.07 	<u>Drills - Fire, Tornado, Safety (DPI)</u>			<input type="checkbox"/>
	Verify Completion of Summer Building Maintenance				<input type="checkbox"/>
					<input type="checkbox"/>
Other					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



**August 11 & 12, 2025
in Wisconsin Dells**

<https://mhb.cesa5.org>

Professional Development This Month

Featured Opportunities from



- Paraprofessional Summit
- Secondary Educator Summit
- Smart Audits for School Payroll Specialists

For information about these and other events, go to:

<https://www.cesa5.org/events>

Notes

SEPTEMBER

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Determine Board Attendance at WASB Regional Meeting • <i>Creating posting for this event as necessary</i>	<u>WASB Calendar of Events</u>			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
District	Attend Monthly Superintendent (PAC) Meeting at your CESA • <i>Regularly attend for networking and professional development</i>				<input type="checkbox"/>
	Prepare for 3rd Friday in September Count	<u>DPI Membership Information and Reporting</u>			<input type="checkbox"/>
	Submit Career & Technical Education Incentive Grants • <i>Due annually by September 30 for the prior year's graduates</i> • <i>Provides up to \$1,000 per graduate earning an approved certification</i>	<u>DWD Career & Technical Education Incentive Grants</u>			<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements • <i>Review all DPI reports that are due in the next three months</i> • <i>Ensure required reports to other entities are being completed</i>	<u>DPI School Financial Services (Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete Mandatory DPI Reports Due this Month • <i>Auditor Aid Certification, Auditor Fund Balance Report, Annual Report, etc.</i>	<u>DPI School Financial Services (Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete "As Appropriate" DPI Reports • <i>Review reports to determine if required for your school district</i> • <i>Summer School FTE</i>	<u>DPI School Financial Services (Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Final Federal Claims Due from Prior Year	<u>Claiming or Returning Federal Funds</u>			<input type="checkbox"/>
Students	Review District Library Plan • <i>PI 8.01(2)(h)</i>	<u>PI 8.01(2)(h)</u>			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Other					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

OCTOBER

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Set Tax Levy & Adopt Final Budget <ul style="list-style-type: none"> • Prepare to complete tax levy certifications for municipalities • Prepare to complete tax levy report for DPI and Dept. of Revenue 	<u>Tax Levy Report (DPI)</u>			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
District	October 1 Child Count Inclusion <ul style="list-style-type: none"> • Accuracy is important for your WISEdata Snapshot in December 	<u>DPI Count Inclusion:</u> <u>October 1 Child Count</u>			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements <ul style="list-style-type: none"> • Review all DPI reports that are due in the next three months • Ensure required reports to other entities are being completed 	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete Mandatory DPI Reports Due this Month <ul style="list-style-type: none"> • Special Education Annual, School Level Annual, Pupil Count - September, etc. 	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete "As Appropriate" DPI Reports <ul style="list-style-type: none"> • Review reports to determine if required for your school district 	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
Students					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Other					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

NOVEMBER

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	File School Safety Plan with Office of School Safety • Complete before January 1 each year	<u>Wis. Stat. § 118.07(4)(e)</u>			<input type="checkbox"/>
	Publish Notice of Board Election • Clerk publishes "Type A" Notice of Election • No later than the 4th Tuesday in November	<u>Wis. Stat. § 120.06</u>			<input type="checkbox"/>
					<input type="checkbox"/>
District	Prepare for Questions about Property Tax Bills • Property owners receive property tax bills in December • Understand changes to variables affecting tax bills (e.g., equalized value, mill rate, municipal reassessment, state aid, referendum, etc.) that taxpayers may ask about				<input type="checkbox"/>
	Review School District's Budget Development Calendar • Revise as necessary for upcoming fiscal year • Begin enrollment and staffing projections for next fiscal year				<input type="checkbox"/>
					<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements • Review all DPI reports that are due in the next three months • Ensure required reports to other entities are being completed	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete Mandatory DPI Reports Due this Month • Tax Levy Report, etc.	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete "As Appropriate" DPI Reports • Review reports to determine if required for your school district	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Submit Data to DPI WISEstaff • Preliminary report due in early November	<u>DPI WISEstaff Data Collection</u>			<input type="checkbox"/>
Students					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

NOVEMBER

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Other					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Notes

[illegible]

For additional resources related to this calendar:

<https://tinyurl.com/SuptTaskResources>

DECEMBER

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Approve District Calendar for Upcoming Year <ul style="list-style-type: none"> • Verify minimum number of instructional hours at each level • Wis. Stat. § 121.02(1)(f) and PI 8.01(2)(f) 	<u>Hours of Instruction for Public Schools</u>			<input type="checkbox"/>
	Prepare for Upcoming School Board Election <ul style="list-style-type: none"> • Take note of upcoming required communications and deadlines • Review any local policies related to board elections • Wis. Stat. § 120.06 	<u>WASB School Board Election Resources</u>			<input type="checkbox"/>
	Present Audit Report to Board of Education <ul style="list-style-type: none"> • Schedule auditing firm to present (if desired) 				<input type="checkbox"/>
District	Post School and District Reports Cards on Website <ul style="list-style-type: none"> • Within 30 days after being published by DPI 	<u>Wis. Stat. § 120.123</u>			<input type="checkbox"/>
	Review Administrative Contracts for Potential Non-Renewals <ul style="list-style-type: none"> • Deadlines for administrators are earlier than for teachers • Wis. Stat. § 118.24(7) - "...the employing board shall give such person preliminary notice in writing by registered mail at least 5 months prior to the expiration of such contract..." 	<u>Wis. Stat. § 118.24</u>			<input type="checkbox"/>
	Review Building Security Plans <ul style="list-style-type: none"> • Review protocols for electronic control systems (e.g., keyfob access) • Review entry points and surveillance systems 				<input type="checkbox"/>
	Review Cybersecurity Plans <ul style="list-style-type: none"> • Review MFA/password and technology use policies • Review cybersecurity incident response plan • Evaluate plan for staff training (e.g., phishing) 				<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements <ul style="list-style-type: none"> • Review all DPI reports that are due in the next three months • Ensure required reports to other entities are being completed 	<u>DPI School Financial Services (Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete Mandatory DPI Reports Due this Month <ul style="list-style-type: none"> • Budget Report, Audited Financial Statements, etc. 	<u>DPI School Financial Services (Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete "As Appropriate" DPI Reports <ul style="list-style-type: none"> • Review reports to determine if required for your school district 	<u>DPI School Financial Services (Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Submit WISEdata Student Snapshot in Early December <ul style="list-style-type: none"> • Verify data one month prior to submission deadlines • Ensure enough time to correct data when necessary 	<u>DPI Snapshot Preparation Guidance</u>			<input type="checkbox"/>

DECEMBER

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Students					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Other	Release of Federal Joint Notifications (ESSA and IDEA) • Take action if you are an identified school district	<u>Federal Identifications</u>			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

SLP Institute
CESA
Your Education Solutions Partner



March 2 & 3, 2026
in Wisconsin Dells
<https://slpinstitute.cesa5.org>

Notes

Professional Development This Month

Featured Opportunities from



- Literacy Trainings
- Professional Networking Sessions
- Special Education Support Series

For information about these and other events, go to:

<https://www.cesa5.org/events>

JANUARY

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Approve Open Enrollment Space Determinations <ul style="list-style-type: none"> For both regular and special education Occurs at January meeting to determine space for next school year 	Public School Open Enrollment			<input type="checkbox"/>
	Determine Board Attendance at the State Education Convention <ul style="list-style-type: none"> Creating posting for this event as necessary 	Wisconsin State Education Convention			<input type="checkbox"/>
	Issue Preliminary Non-Renewals of Administrative Contracts <ul style="list-style-type: none"> Wis. Stat. § 118.24(7) - "...the employing board shall give such person preliminary notice in writing by registered mail at least 5 months prior to the expiration of such contract..." 	Wis. Stat. § 118.24			<input type="checkbox"/>
District	Prepare for 2nd Friday in January Count	DPI Membership Information and Reporting			<input type="checkbox"/>
	Review Maintenance of Effort (MOE) <ul style="list-style-type: none"> Evaluate quarterly and perform MOE tests Make adjustments as necessary to meet MOE requirements 	IDEA - Maintenance of Effort (MOE) Requirement			<input type="checkbox"/>
					<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements <ul style="list-style-type: none"> Review all DPI reports that are due in the next three months Ensure required reports to other entities are being completed 	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for and Complete Mandatory DPI Reports Due this Month <ul style="list-style-type: none"> Pupil Count - January, etc. 	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for and Complete "As Appropriate" DPI Reports <ul style="list-style-type: none"> Review reports to determine if required for your school district 	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
Students	Begin Preparation for Summer School				<input type="checkbox"/>
	Prepare for Student Standardized Assessments <ul style="list-style-type: none"> Review district and school level coordination plans ACT, Forward, etc. 	Assessment in Wisconsin			<input type="checkbox"/>
					<input type="checkbox"/>
Other					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

FEBRUARY

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Issue Final Non-Renewals of Administrative Contracts • <i>Wis. Stat. § 118.24</i>	<u>Wis. Stat. § 118.24</u>			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
District	Review Teacher Contracts for Potential Non-Renewals • <i>Review preliminary and final notification deadlines</i> • <i>Wis. Stat. § 118.22</i>	<u>Nonrenewal Bulletin</u>			<input type="checkbox"/>
	Review Staff Hiring and Exiting Procedures • <i>Ensure consistency and communicate updates to necessary staff</i>				<input type="checkbox"/>
	Begin Preparation for Summer Building Maintenance				<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements • <i>Review all DPI reports that are due in the next three months</i> • <i>Ensure required reports to other entities are being completed</i>	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete Mandatory DPI Reports Due this Month	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete "As Appropriate" DPI Reports • <i>Review reports to determine if required for your school district</i>	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
Students	Begin Preparation for Graduation				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Other					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

MARCH

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Issue Preliminary Non-Renewals of Teacher Contracts • <i>Wis. Stat. § 118.22</i>	Nonrenewal Bulletin			<input type="checkbox"/>
	Prepare for Board of Canvassers following April Election • <i>Creating posting for this event</i> • <i>Also complete this process for the primary election (if held)</i>	WASB School Board Election Resources			<input type="checkbox"/>
					<input type="checkbox"/>
District	Review Upcoming Insurance Renewals • <i>Property/Liability, Health, Dental, etc.</i>				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements • <i>Review all DPI reports that are due in the next three months</i> • <i>Ensure required reports to other entities are being completed</i>	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for and Complete Mandatory DPI Reports Due this Month	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for and Complete "As Appropriate" DPI Reports • <i>Review reports to determine if required for your school district</i>	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Submit Data to DPI WISEstaff • <i>Final report due in mid-March</i> • <i>Public release of data in early May</i>	DPI WISEstaff Data Collection			<input type="checkbox"/>
Students					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Other					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

APRIL

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Approve Renewal of Professional Staff Contracts • <i>Wis. Stat. § 118.22 and Wis. Stat. § 118.24</i>	<u>Wis. Stat. § 118.22 and 118.24</u>			<input type="checkbox"/>
	Hold School Board Organizational Meeting • <i>Elect officers</i> • <i>Select delegates for CESA Convention, WASB, etc.</i> • <i>Administer oath of office on or prior to the 4th Monday in April</i>	<u>School Board Organizational Meetings</u>			<input type="checkbox"/>
	Issue Final Non-Renewals of Teacher Contracts • <i>Wis. Stat. § 118.22</i>	<u>Nonrenewal Bulletin</u>			<input type="checkbox"/>
District	Plan Staff Professional Development for Next Fiscal Year				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements • <i>Review all DPI reports that are due in the next three months</i> • <i>Ensure required reports to other entities are being completed</i>	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete Mandatory DPI Reports Due this Month	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
	Prepare for and Complete "As Appropriate" DPI Reports • <i>Review reports to determine if required for your school district</i>	<u>DPI School Financial Services</u> <u>(Fiscal Year at a Glance)</u>			<input type="checkbox"/>
Students					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Other					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

MAY

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Approve Service Agreements <ul style="list-style-type: none"> • Include agreements for the upcoming fiscal year not yet executed • Transportation, CESA, food services, snow removal, equipment, etc. 				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
District	Ensure Completion of Annual Evaluation of Reading Curriculum <ul style="list-style-type: none"> • Wis. Stat. § 118.015(4)(c) 	Wis. Stat. 118.015(4)(c)			<input type="checkbox"/>
	Review Current Fiscal Year Budget <ul style="list-style-type: none"> • Determine expenses that need to occur before June 30 • Ensure Maintenance of Effort (MOE) will be met • Review fund goals and potential fund transfers • Verify any approval or notification requirements are met 				<input type="checkbox"/>
	Review Records Retention Cycle <ul style="list-style-type: none"> • Process records as required 	General Records Schedule			<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements <ul style="list-style-type: none"> • Review all DPI reports that are due in the next three months • Ensure required reports to other entities are being completed 	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for and Complete Mandatory DPI Reports Due this Month	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for and Complete "As Appropriate" DPI Reports <ul style="list-style-type: none"> • Review reports to determine if required for your school district 	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Submit WISEdata Demographics Snapshot in Early May <ul style="list-style-type: none"> • Verify data one month prior to submission deadlines • Ensure enough time to correct data when necessary 	DPI Snapshot Preparation Guidance			<input type="checkbox"/>
Students	Finalize Preparation for Graduation				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Other					<input type="checkbox"/>
					<input type="checkbox"/>

JUNE

Superintendent Task Calendar

	<u>Task</u>	<u>Links to Resources</u>	<u>Due Date</u>	<u>Assigned to</u>	<u>Complete</u>
Board	Approve Preliminary Budget for Next Fiscal Year • <i>Wis. Stat. § 65.90 and Wis. Stat. § 120.13(33)</i>	DPI Budget and Adoption			<input type="checkbox"/>
	Renew Annual District Memberships (WASB, WIAA, etc.) • <i>Follow district procedures for review and approval</i>				<input type="checkbox"/>
	Review Student Standardized Assessment Results • <i>Current school year results are available to schools in May</i>				<input type="checkbox"/>
District	Prepare for Annual Financial Audit • <i>Confirm schedule with your auditing firm</i> • <i>Begin document preparation as requested by auditors</i>	Wis. Stat 120.14			<input type="checkbox"/>
	Provide Notices of Reasonable Assurance (As Appropriate) • <i>For all non-contracted academic-year-only employees and substitutes</i> • <i>Wis. Stat. § 108.04(17)</i>	Notices of Reasonable Assurance			<input type="checkbox"/>
					<input type="checkbox"/>
Reports	Review DPI Financial Reporting Requirements • <i>Review all DPI reports that are due in the next three months</i> • <i>Ensure required reports to other entities are being completed</i>	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for and Complete Mandatory DPI Reports Due this Month • <i>WISEdata Finance, etc.</i>	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for and Complete "As Appropriate" DPI Reports • <i>Review reports to determine if required for your school district</i>	DPI School Financial Services (Fiscal Year at a Glance)			<input type="checkbox"/>
	Prepare for Annual Reporting of Early Literacy Screening • <i>Due in mid-July</i> • <i>Post plan on district website per Wis. Stat. § 118.016(4)(d)</i>	DPI Wisconsin Reads			<input type="checkbox"/>
Students	Review Back-To-School Processes for Upcoming School Year • <i>Communication to parents, student registration, open houses, etc.</i>				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Other					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

