



GOVERNMENT NEWS

Archdiocese of Cincinnati

Spring 2009

THINGS TO DO NOW AND AT THE END OF THE YEAR!

- **State and Federal BUDGETS TO SCHOOLS OFFICE Due by April 1, 2009**
 - Review and plan Auxiliary budget (form is on our govt website) **BE CONSERVATIVE!**
 - Review and plan Title I, Title II-D, Title IV, IDEA -b, (Title V not funded),
- **Have consultation with the public school district(s) for budgeting and personnel issues. !**
- **Review ACR quarterly report**
 - Getting the report in order now will make June deadline easier
- **plan staffing for next year**
- **Review state and catechetical certification of staff**
 - Remember you cannot hire someone who is not licensed/. Do not sign contract until paper work is complete.
- **Review hiring procedures in handbook**
 - Child Protection Decree , B4 form, fingerprinting, licensing , reference checks
 - Do not sign contract until all paperwork is complete!!**
- **Review with individual staff IPDP and goals completed for current year.**
- **Write School Professional Development Plan for next year with the faculty; send to consultant for signature. Form is on our website and due by June 1, 2009**
- **Check on progress of OCSAA goals and maintain the documentation of completion of goals.**
- **Complete enrollment, poverty count, Federal Participation Forms on line -NS3 system will permanently shut down on**
 - May 15, 2009 for this cycle.
- **Sign contracts (make sure to use the Archdiocesan contracts if required)**
- **This is the end of the biennium. Get Teacher /student supply, text orders, summer maintenance requests in very early to ensure the spending deadline.**
- **Title IVA Consortium Schools—Objective Analysis of ATOD form due by May 30, 2009**
- **State Fire Marshall's end of year report (fire and tornado and lock down drill) form on our website**
- **Cost reimbursement forms completed on line using principal's SAFE account. Due by June 20, 2009**
- **Review and update handbooks (teacher & student)**
- **Complete schedules for next year**