

	Activity	Persons Responsible	Date for Completion	Details	Follow Up Reports
1	Campus position inventory and organization review	Campus Principals	Fall Semester Fifth Week Spring Semester Third Week	TBD	Division and Human Resources
2	MS and HS Counselors and Administration trained on HS Graduation Requirements For existing personnel: Annual training with updates (fall semester) For new personnel: Full training (as needed)	Kathy Ortega James Anderson Debra Carden	On-going	TBD	Cabinet and CCR
3	New courses submitted to responsible department for budget and curriculum review	Dr. Lopez Eric Winkelman Charlie Geach Vince Sheffield	First Friday in November for the upcoming academic year	New course/Textbook Teacher certification Nancy Evans Mary Ann Clark	Cabinet and CCR
4	Approval for decisions made regarding campus schedule design	Dr. Jordan	None	ONE YEAR ADVANCE NOTICE TO BE PROVIDED BY CAMPUS	None
5	Counselors review course selections with 8-11 grade students	Kathy Ortega Campus Principals	Pre-registration Nov. Review next yrs. Schedule-May	Campus Counselors	Dr. Lopez James Anderson Debra Carden
6	Present special sectioning format to MS and HS Principals and HS G&I's (i.e. Odyssey/AEP/BIC/Inclusion) (Nancy will schedule)	James Anderson Matt Farley Patricia Hays	3-20-2012/(G&I) 3-22-2012/(Principal)	HS/Completed MS/ ES/	
7	Pre-registration for incoming 2012-13 9th graders using CCRP HS counselors and G&I's will work with MS counselors and Keyboarding teachers to ensure 8th grade student use the CCRP for pre-registration	Debra Carden Kathy Ortega Dave Romaka	Pre-registration Nov. Review next yrs. Schedule-May	TBD	James Anderson/CCR
8	Pre-registration for 2012 -13 for pre-k through 4	Maria Flores Mary Ann Clark Kathy Ortega	Pre-registration-May Registration-June	Develop Process to mirror MS and HS	Dr. Lopez/Taryn Bailey Teresa Thompson Vince Sheffield
9	Pre-registration for 2012 -13 For 5 through 7 Debra Carden will develop process	Debra Carden Maria Flores Mary Ann Clark Kathy Ortega	Pre-registration in October of every year for Needs Assessment	TBD	Dr. Lopez/Taryn Bailey Vince Sheffield Dr. Meza-Chavez Teresa Thompson
10	Elementary Master Scheduling Process	Maria Flores/Taryn Bailey Teresa Thompson	TBD	TBD	Dr. Lopez Vince Sheffield
11	Annual Audit of student transcripts 8th-11th grades prior to registration, and seniors prior to second semester	Kathy Ortega Campus Principals	Pre-registration/Nov. Review next yrs. Schedule-May	TBD	Dr. Lopez James Anderson Debra Carden
12	Audit of student transcripts for graduation cohort of current year Student Schedules Reviewed and Checked Transcript Audit Plan Submitted by each HS	Kathy Ortega Campus Principals Cheryll Felder	End of the second week of each Nine week period	TBD	Dr. Lopez James Anderson
13	Staffing at 1st District Needs Assessment	Teresa Thompson Needs Assmt Team	January - March	Individual campus needs Assmt	WKLY updates to cabinet by Robert Almanzan
14	First Draft of 2012-13 Master Schedules HS:Matt and Nancy will work on changes to the campus plan and present to the G&I's	James Anderson Debra Carden Maria Flores	HS May 21-25 MS TBD ES TBD	To be put on Formative Needs Assessment Calendar	Dr. Lopez/Taryn Bailey Dr. Meza-Chavez Teresa Thompson Vince Sheffield
15	Second Draft of 2012-13 Master Schedules Develop a process for a mini review to check student schedules to check the schedule completion rate. Need to include a Principals and G&I's This review should be two weeks before students return for the new year.	James Anderson Debra Carden Maria Flores	HS June 25-28 MS June 19-27	To be put on Formative Needs Assessment Calendar C&I/HR/Teresa Thompson	Dr. Lopez/Taryn Bailey Dr. Meza-Chavez Teresa Thompson Vince Sheffield
16	Run a coaching list every second week of each semester and provide a copy to James Anderson and Human Resources	Kenneth Owen	Every second week of each semester	To be put on Formative Needs Assessment Calendar	James Anderson and Human Resources
17	Input from all data owners concerning POS and Electives for Coherent Sequences for the CCRP	Eric Winkelman Matt Farley Dave Romaka	Yearly in June and July or as new programs develop	All programs need to be reviewed annually	Dr. Lopez C&I
18	Final Staffing at 2nd District Needs Assessment	James Anderson Debra Carden Maria Flores Teresa Thompson Vince Sheffield Eric Winkelman	TBD by Teresa Thompson	DELA, ADV-AS, Special Education, CTE, C&I and Divisions	Ken Parker Dr. Lopez Robert Almanzan
19	Final Master Schedule	Teresa Thompson Needs Assmt Team	August 1st	Individual campus needs assessment	Weekly updates to cabinet by
20	First HS Transcript Audits Conducted by G&I's or Administrators Process in Development	HS Principals Kathy Ortega	End of first 9 weeks of first semester	James Anderson Kathy Ortega	HS Principals
21	MS counselors and MS Administration to review that all middle school courses for high school credits are recorded on students transcripts. Process in Development	Debra Carden Kathy Ortega Gina Oaxaca/DELA Dave Romaka	February and May	TBD	TBD