



Prepares Students
for College and Careers

TRI-CITIES

Regional Occupational Program

ROP

2023 - 2024

Monthly Activities Calendar

Rev. 9/14/23



TRI-CITIES

Regional Occupational Program

ROP

Monthly Activities Calendar

August

Administration

- ⇒ Start ROP Course Review for 2023/24
- ⇒ Check status of enrollment on a daily basis for first week of classes
- ⇒ Visit ROP classes daily
- ⇒ Submit articles and pictures for Tri-Cities ROP newsletter
- ⇒ Attend Fall Staff Inservice

Instructors

- ⇒ All teachers email the ROP daily the first week of class with attendance numbers
- ⇒ Submit articles and pictures for Tri-Cities ROP newsletter
- ⇒ Adult and Afterschool classes submit Student Enrollment forms by the second week of class, if applicable
- ⇒ Attend Fall Staff Inservice
- ⇒ Submit your updated syllabus including grading policy
- ⇒ Mandated Reporter Training due September 26 to HR



Work-Based Learning / Afterschool / CTSO

- ⇒ Meet in August to plan 2023/24 school year

Student Services

- ⇒ Prepare office spaces at school sites
- ⇒ Participate in high school registration programming
- ⇒ Update and print out course fliers
- ⇒ Recruit and advise students for Fall afterschool classes, if applicable
- ⇒ Use school bulletin board to promote ROP
- ⇒ Plan for and attend Back-to-School nights, if applicable
- ⇒ Visit ROP classes daily and report enrollment numbers to office
- ⇒ Identify themes for workshops for school year

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases

ATTEND DISTRICT SUPERINTENDENT'S WELCOME

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

August 2023

September

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Vision <i>Tri-Cities ROP Prepares Students for College AND Careers</i>						
		1 ERUSD Board Mtg 6:30pm	2	3	4 PAY DAY A	5
6	7 WUHSD New Teacher Orientation	8 WUHSD Board Meeting 7pm WUHSD New Teacher Orientation	9 WUHSD New Teacher Orientation On-Site	10 Fall Staff Inservice 7:30-3:00pm Board Meeting 4pm	11 New Teacher Institute 8:00-12pm B	12
13 WUHSD Superintendent greeting 8:30am WHS Auditorium, August 14	14 Teacher Workday WUHSD	15 Freshman 1st Day WUHSD Pre-Service Day ERHS	16 Fall Session Begins WUHSD Pre-Service Day ERHS	17 Fall Session Begins ERUSD	18 A	19
20	21 After School ROP classes begin	22 ERUSD Board Mtg 6:30pm	23 TIME CARDS DUE For additional time	24	25 B	26
27	28	29	30	31 ROP OFFICE HOURS MTWThF 7:30-4:00pm		Birthdays 1 Juan Cabral 7 Amber Fox 8 Josh McDevitt 18 George Torres 19 Dr. John Smith



TRI-CITIES

Regional Occupational Program

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Monthly Activities Calendar

September

Administration

- ⇒ Notify instructors and classified staff to be evaluated
- ⇒ Unaudited Actuals due to LACOE
- ⇒ Superintendent: visit all classes
- ⇒ Send out Classroom Safety Survey to teachers



Instructors

- ⇒ Check attendance system to ensure all students have been dropped and/or added
- ⇒ PLC Meeting #1
- ⇒ Compare ROP attendance with district attendance to confirm accuracy
- ⇒ Complete Safety Survey—due September 27
- ⇒ Prepare classroom for and attend Back-To-School Night, if applicable
- ⇒ Mandated Reporter & Sexual Harassment Training due September 28

Student Services

- ⇒ Complete Fall Career Bulletin
- ⇒ Promote and attend WUHSD College Fair
- ⇒ Submit articles and pictures for Tri-Cities ROP newsletter and social media
- ⇒ Attend Back-to-School Nights, if applicable
- ⇒ Organize students from middle school presentations
- ⇒ Visit ROP classes
- ⇒ Conduct workshops and presentations
- ⇒ Update promotional material
- ⇒ Schedule professional development

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases



August

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27	28	29	30	31		

September 2023

October

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22	23	24	25	26	27	28
29	30	31				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3 Tri-Cities ROP Office hours 9/5 thru 9/8 7:30am-4:00pm	4 Labor Day HOLIDAY No WBL Training ROP Center Closed	5 Adult Dental Assistant Program Begins PAY DAY ERUSD Board Mtg 6:30pm	6	7 SACS 2023 22/23 Unaudited Actuals	8	9 TCROP AJ Academy Begins
10	11	12 WUHSD Board Mtg 7pm	13	14 Board Meeting 4:00pm WUHSD Progress—Mid Qtr 1 Due	15	16
17	18	19 ERUSD Board Mtg 6:30pm	20	21 CAROCP State Board Meeting 9-4:30pm NOCROP	22 TIME CARDS DUE For additional time	23
24	25	26	27 Safety Survey Due PLC Meeting #1 All Industries 3:15-4:15pm Virtual	28 Mandated Reporter and Sexual Harassment Training Due	29	30

Birthdays

7 Maria Segovia
17 Dr. Merino
19 Jeff Fassbinder
19 Mike Griffie
21 Mia Burrola



TRI-CITIES

Regional Occupational Program

ROP

Monthly Activities Calendar

October



Administration

- ⇒ Nominate WASA Community Service recipient
- ⇒ 1st Interim closing date Oct 31 due Dec 15
- ⇒ Safety Committee Meeting Oct 26

Instructors

- ⇒ Quarter Grades due
- ⇒ PLC Meeting #2

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases

Work-Based Learning (WBL) Teachers—if available

ROP Supervisor Approval Required for all WBL

- ⇒ Submit your WBL start date and related class documents the week before you begin cc
- ⇒ Complete and submit Student Locator form after students are placed and before they start training

Student Services

- ⇒ Submit photos/articles for newsletter and social media tcropnews@gmail.com
- ⇒ Start articulation process
- ⇒ Identify students from middle school presentation entering 9th grade
- ⇒ Attend Back-to-School Nights, if applicable
- ⇒ Promote and attend WUHSD College Fair, if applicable

September

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October 2023

November

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19	20	21	22	23	24	25
26	27	28	29	30		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 ERUSD Staff Development -No Students	3	4	5 PAY DAY	6 A	7
8	9	10 ERUSD Board Mtg 6:30pm	11 CAROCP So. Region Meeting 9-11am (Virtual)	12 Board Meeting 4:00pm	13 B	14
15	16 No School WUHS BOSSES DAY	17 WUHS Board Mtg 7:00pm	18 Advisory Meeting AME 3:30-5:00pm Virtual	19 PLC Meeting #2 All Industries 3:15-4:15pm Virtual	20 CDE 20 and CDE 101 E1 Due A B	21
22	23 TIME CARDS DUE For additional time	24 ERUSD Board Mtg 6:30pm	25 WUHS Grades—Quarter 1 Due Technology Committee Mtg	26 Safety Committee Meeting	27 1st Interim Closing Date B	28
29 Mission Tri-Cities ROP Prepares Students for College AND Careers by Offering Excellent Career Technical Education Leading to Employment, Industry Certification, or Post-Secondary Education		31 Halloween				Birthdays 4 Sal Senar 5 Pat McCaw 15 Ruth Sudick



TRI-CITIES

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Monthly Activities Calendar

November

Administration

- ⇒ Prepare and submit program changes for second semester
- ⇒ WASA recipient nomination due, if applicable
- ⇒ Submit articles and pictures for Tri-Cities ROP newsletter
- ⇒ Schedule Principal meeting for December to discuss 2024/25 Master Schedule
- ⇒ Take staff picture for holiday cards



Student Services

- ⇒ Recruit students for the Spring session
- ⇒ Use school bulletin board to promote ROP
- ⇒ Work with instructor to enroll students in the RHCC for Spring semester (articulated classes only) and follow up with instructor / student within a week ensuring RHCC SD
- ⇒ Schedule spring middle school presentations
- ⇒ Plan classroom presentations on campus

Instructors

- ⇒ Submit articles and pictures for Tri-Cities ROP newsletter
- ⇒ Remember to schedule your annual field trip / guest speaker
- ⇒ PLC Meeting #3

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases



October

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29	30	31				

November 2023

December

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24	25	26	27	28	29	30
31						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 PAY DAY A	4
5  Daylight Savings Time Ends Set clocks back 1 hour	6 Tri-Cities ROP Office hours 11/6 thru 11/9 7:30am-4:00pm	7 ERUSD Board Mtg 6:30pm	8	9 Board Meeting 4:00pm	10 Veterans Day HOLIDAY ROP Center Closed	11
12	13	14 WUHSD Board Mtg 7pm	15 CAROCP State Board Mtg Time TBD Rancho Mirage	16 TIME CARDS DUE For additional time	17 WUHSD Progress—Mid Qtr 2 Due B	18
19 Tri-Cities ROP Office hours 11/20 thru 11/21 7:30am-4:00pm	20 ERUSD / WUHSD Thanksgiving Recess 11/20—11/24	21	22 Admissions Day HOLIDAY ROP Center Closed	23 Thanksgiving Day HOLIDAY No WBL Training ROP Center Closed	24 HOLIDAY ROP Center Closed	25
26	27	28	29	30 PLC Meeting #3 All Industries 3:15-4:15pm Virtual		
 Tri-Cities ROP Annual TOY DRIVE thru Dec 08, 2023 Drop by our office and bring an unwrapped toy for children ages 6-18 - Boys & Girls Club of Whittier I Pico Rivera -						Birthdays 4 Carlos Chavez 6 Betty Brooks 7 Barry Hardy 16 Scott Freeman 24 Kathy Shipka 26 Jenny Mojica 27 Jackie Ramirez



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Monthly Activities Calendar

December

Administration

- ⇒ Meet with high school Principals to plan Fall 2024 classes
- ⇒ Send holiday greetings to ROP staff, district personnel, and Southern Region ROPs
- ⇒ File Annual Audit Report
- ⇒ Submit P-1 attendance reports to Districts
- ⇒ Check on anticipated enrollment for second semester and begin recruitment efforts where needed
- ⇒ CAROCP Institutional Members
- ⇒ 1st Interim Budget 23-24

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases



Instructors

- ⇒ Submit certificate of completion request forms (Semester classes)
- ⇒ **ALL ATTENDANCE MUST BE IN AERIES FOR P-1 REPORT TO DISTRICTS**
- ⇒ Submit 1st semester grades by December 21
- ⇒ Plan recruitment activities to encourage spring enrollments
- ⇒ Conduct Follow-Up Student Survey calls
- ⇒ Reminder: Resume lesson plan for all students

Student Services

- ⇒ Continue recruitment activities for spring session
- ⇒ Plan CTE Month Activities with teachers
- ⇒ Make non-ROP presentations in classes

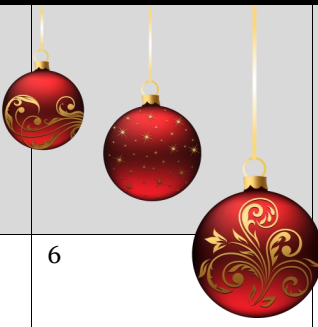


November

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26	27	28	29	30		

January

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 	5 PAY DAY	6	7	8	9
10	11	12 WUHS Board Mtg 7pm ERUSD Board Mtg 6:30pm	13 AJ Academy Graduation	14 TIME CARDS DUE For additional time 1st Interim Budget Board Meeting 4:00pm	15	16
17 Tri-Cities ROP Office hours 12/18 thru 12/22 7:00am-3:30pm	18 Winter Break WUHS 12/22 - 1/8 ERUSD 12/25 - 1/15	19	20	21 Fall Session ends WUHS All Attendance thru 12/22 must be in Aeries	22 Fall Session ends ERUSD No School WUHS	23
24 Christmas Eve 	25 Christmas Holiday ROP Center Closed	26 Holiday ROP Center Closed	27 ROP Center Closed	28 ROP Center Closed	29 ROP Center Closed	30 / 31 New Year's Eve

Toy Drive thru Dec. 8.
Bring unwrapped toy for
ages 6-18 to ROP Office.

Birthdays

6 David Luna
8 Esteban Medina
10 Jesse Ortiz
28 Rachelle Romero



TRI-CITIES

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Monthly Activities Calendar

January

Happy New Year!

Administration

- ⇒ Complete Principal planning meetings
- ⇒ Update WASC Action Plan
- ⇒ Schedule Counselor Site Meetings
- ⇒ Begin planning for Evening of Excellence held in May—mail sponsor letter
- ⇒ Begin Certificated/Classified Evaluations
- ⇒ 2nd Interim Report closing date Jan 31 due Mar 15

Instructors

- ⇒ After-school and adult teachers email the ROP Office daily the first week of class with attendance numbers
- ⇒ Submit Job Placement forms
- ⇒ **Evening of Excellence Nomination Period Begins Jan 11**
- ⇒ Complete Perkins Student Update for 2022/23 school year
- ⇒ PLC Meeting #4

Work-Based Learning Teachers

ROP Supervisor Approval Required for all WBL

- ⇒ Submit your community class start date and required class documents the week before you begin cc
- ⇒ Fill out and turn in Student Locator form after students are placed and before you begin cc

Student Services

- ⇒ Finalize activities for CTE Month (February)
- ⇒ Contact schools to get dates for summer mailer
- ⇒ Participate in school programming
- ⇒ Attend first day of all ROP classes

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases

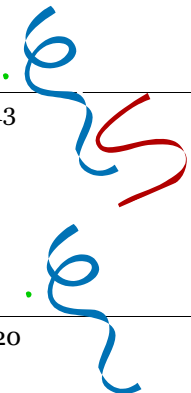


December

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January 2024

February

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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Holiday ROP Center Closed	2 Holiday ROP Center Closed	3 Tri-Cities ROP Office hours 1/3 thru 1/5 7:00am-3:30pm	4	5 PAY DAY	6 
7	8	9 Spring Session Begins WUHSD	10 Advisory Meeting Construction 3:30-5:00pm Virtual	11 Evening of Excellence Nominations Open Board Meeting 4:00pm	12 WUHSD Grades—Sem 1 Due A	13
14 Tri-Cities ROP Office hours 1/16 thru 1/19 7:30am-4:00pm	15  Martin Luther King, Jr HOLIDAY No WBL Training ROP Center Closed	16 Spring Session Begins ERUSD ERUSD Board Mtg 6:30pm WUHSD Board Mtg 7pm	17 CAROCP So. Region Meeting 9-11am (Virtual)	18 PLC Meeting #4 All Sectors 3:15-4:15pm Virtual	19	20
21 	22	23 TIME CARDS DUE For additional time	24	25	26 B	27
28	29	30	31			<div>Birthdays</div> <div>18 Ronnel Farol 29 Irene Barrasa</div>



TRI-CITIES

Regional Occupational Program

ROP

Monthly Activities Calendar

February



Administration

- ⇒ Monitor class enrollments and make recruitment, cancellation, or other program adjustments
- ⇒ Prepare flyers for high schools' summer mail out

Instructors

- ⇒ Obtain business and industry sponsors for Evening of Excellence
- ⇒ Evening of Excellence Nomination Period **DUE March 1**
- ⇒ TCROP Foundation donation requests
- ⇒ PLC Meeting #5

Student Services

- ⇒ Recruit and advise students
- ⇒ Participate in school programming
- ⇒ CTE Month Activities
- ⇒ Check with schools regarding deadlines for summer mail out
- ⇒ Continue Articulation process

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases




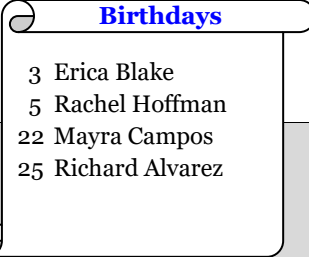
January

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28	29	30	31			

February 2024

March

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24	25	26	27	28		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 A	3
4	5 PAY DAY	6 ERUSD Board Mtg 6:30pm	7	8 Board Meeting 4:00pm	9 B	10
11 Tri-Cities ROP Office hours 2/13 thru 2/16 7:30am-4:00pm	12 Lincoln's Birthday HOLIDAY ROP Center Closed	13 WUHSD Board Mtg 7:00pm	14 CAROCP State Board Meeting 9-3:30pm Location TBD	15	16 WUHSD Progress—Mid Qtr 3 Due	17
18 Tri-Cities ROP Office hours 2/20 thru 2/23 7:30am-4:00pm	19  Presidents' Day HOLIDAY ROP Center Closed	20 ERUSD Board Mtg 6:30pm	21 Advisory Meeting Health Science and Medical Technology 3:30-5:00pm Virtual	22 TIME CARDS DUE For additional time PLC Meeting #5 All Sectors 3:15-4:15pm Virtual	23	24
25	26	27	28	29 Leap Year	<div>  </div>	



TRI-CITIES

Regional Occupational Program

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Monthly Activities Calendar

March

Administration

- ⇒ Submit program budget requests
- ⇒ Evening of Excellence Winners Selected
- ⇒ Submit P-2 attendance report to Districts
- ⇒ Prepare CDE 101 E-2 and CDE 2
- ⇒ Complete 2024/25 Master Class Schedule
- ⇒ Continue employee evaluation
- ⇒ Safety Committee Meeting Mar 13
- ⇒ 2nd Interim Budget

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases



Instructors

- ⇒ Attend Future Frosh Nights at High Schools, if applicable
- ⇒ **ALL ATTENDANCE MUST BE IN AERIES FOR P-2 REPORT TO DISTRICTS**
- ⇒ Submit proposed budget request to your supervisor
- ⇒ Evening of Excellence Filing Deadline March 1
- ⇒ **LAST DAY TO SUBMIT PURCHASE REQUESTS FOR 2023/24 SCHOOL YEAR—MARCH 28**
- ⇒ PLC Meeting #6

Student Services

- ⇒ Attend Future Frosh Nights at High Schools
- ⇒ Begin plans for recruitment activities for Summer and Fall session
- ⇒ Middle School presentations
- ⇒ Participate in school programming

February

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18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

April

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21	22	23	24	25	26	27
28	29	30				

Sun	Tue	Wed	Thu	Fri	Sat
				1 Evening of Excellence Nominations Due A	2
3 EDUCATING FOR CAREERS March 3—5 Sacramento, CA	4	5 PAY DAY ERUSD Board Meeting 6:30pm	6 Advisory Meeting Public Services 3:30-5:00pm Virtual	7	8 Evening of Excellence Program Cover Contest Deadline B
10 Daylight Savings Time Starts Set clocks ahead 1 hour	11 ERUSD Staff Development -No Students	12 WUHSD Board Meeting 7pm	13 Safety Committee Meeting	14 2nd Interim Budget Board Meeting 4:00pm	15 Evening of Excellence Winners Selected and Advertising Deadline A
17	18 CAROCP State Board Meeting 9-3:30pm Sacramento CAROCP LEGISLATIVE CONFERENCE March 21-22, Hyatt, Sacramento	19 Legislative Visits Sacramento ERUSD Board Mtg 6:30pm	20 WUHSD Grades—Quarter 3 Due Technology Committee Mtg	21 TIME CARDS DUE For additional time PLC Meeting #6 All Sectors 3:15-4:15pm Virtual	22 B
24 Tri-Cities ROP Office hours 3/25 thru 3/28 7:30am-4:00pm	25 Spring Break ERUSD / WUHSD Mar 25—April 1	26	27	28 Teachers: Last Day to Submit Purchase Requisitions for 23/24 School Year	29 Good Friday ROP Center Closed
					30 Birthdays 2 Matthew Rojas 8 Esther Mejia 16 Ryan Todd 18 Cristina Vasquez 22 Leticia Covarrubias
					31 Easter Sunday



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Monthly Activities Calendar

April

Administration

- ⇒ Continue instructor evaluations
- ⇒ Prepare for and attend Evening of Excellence
- ⇒ Start contracts and service agreements lists
- ⇒ Draft 2024/25 Activities Calendar
- ⇒ Draft Program Budget submitted to Superintendent
- ⇒ **Last day for OFFICE STAFF to submit non-stock orders: April 26**
- ⇒ Select teacher and support staff person of the year

Instructors

- ⇒ Ensure attendance and competency tracking (ITPs) are up-to-date
- ⇒ Business and industry sponsors for Evening of Excellence Due
- ⇒ For classes that are articulated with community colleges, submit articulation information for students
- ⇒ Submit articles and pictures for Tri-Cities ROP newsletter/social media
- ⇒ Distribute Student Survey form

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases



Student Services

- ⇒ Visit and make ROP presentations to on-campus and middle school classes
- ⇒ Recruit for Summer and Fall sessions
- ⇒ Participate in school programming
- ⇒ Assist Evening of Excellence Student Speaker


March

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24	25	26	27	28	29	30
31						

April 2024

May

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 31 Easter 	1 No School ERUSD / WUHSD	2	3	4	5 PAY DAY A	6
7	8	9 ERUSD Board Meeting 6:30pm WUHSD Board Meeting 7pm	10 CAROCP So. Region Meeting 9-11am (Virtual)	11 Board Meeting 4:00pm	12 B	13
14	15	16	17	18	19 A	20
21	22	23 TIME CARDS DUE For additional time ERUSD Board Meeting 6:30pm	24 Advisory Meeting Automotive Tech 3:30-5:00pm Virtual	25	26 WUHSD Progress—Mid Qtr 4 Due OFFICE STAFF: LAST DAY TO SUBMIT NON-STOCK ORDERS B	27
28	29 No School WUHSD	30 AJ Academy Graduation	April 24 Administrative Professionals' Day Thank YOU !			Birthdays 6 Kim Fitzgerald 18 Ken Carlson 21 David Belis 21 Kevin Espinoza



TRI-CITIES

Regional Occupational Program

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Monthly Activities Calendar

May

Administration

- ⇒ Prepare Fall offers of employment and calendars
- ⇒ Plan Strategic Planning Retreat
- ⇒ Preliminary Budget complete
- ⇒ Submit Perkins application to Board
- ⇒ Schedule End-of-Year Teacher Check-out (EXIT) appointments
- ⇒ Attend Adult and Afterschool classes Graduation Ceremonies
- ⇒ Update Course catalogs
- ⇒ Renew Community Classroom Agreements
- ⇒ Program Manager Services submits revised Master Schedule

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases



Student Services

- ⇒ Recruit for Summer classes and Fall after-school classes
- ⇒ Visit ROP off-campus classes
- ⇒ Complete Articulation process/activities/transition services
- ⇒ Plan spring data presentation for Executive Cabinet and Board
- ⇒ Prepare for Board Presentation

Instructors

- ⇒ Complete student surveys
- ⇒ Attend Evening of Excellence (Mandatory)
- ⇒ Submit certificate of completion request forms
- ⇒ Encourage students to recruit others for your class
- ⇒ **REMINDER: Orders for teachers' office/desk supplies for 2024-2025 due at End of Year Teacher Check-out (EXIT) appointments in June!**
- ⇒ Submit grades for articulated class

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	26	27	28	29
30						

May 2024

June

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	3					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div>May 8</div> <div>National Nurses Day</div>		ERUSD Board Meeting 6:30pm	1 Advisory Meeting Business 3:30-5:00pm Virtual	2	3 PAY DAY	4
5	6	7 THANK YOU	8 May 8 California Day of the Teacher	9 Board Meeting 4:00pm	10 <u>Last day</u> to submit Certificate of Completion Request forms	11
12 Mother's Day	13 Evening of Excellence 5:00pm Whittier Community Theatre	14 ERUSD Board Meeting 6:30pm WUHSD Board Meeting 7pm	15 CAROCP So. Region Meeting 9-11am (Virtual)	16	17	18
19	20	21	22	23 TIME CARDS DUE For additional time	24	25
Classified Employees Week						
26 Tri-Cities ROP Office hours 5/28 thru 5/31 7:30am-4:00pm	27 Memorial Day OBSERVED No WBL Training ROP Center Closed	28	29	30 Virtual Advisory Meeting Dental 3:30-5:00pm DATE TBD	31 WUHSD Grades—Semester 2 Due	<div>Birthdays</div> <div>14 Leticia Guevara 18 Marlana Quintana 19 Candice Marsano 26 Elsa Cabral</div>



TRI-CITIES

Regional Occupational Program

ROP

Monthly Activities Calendar

June



Administration

- ⇒ Complete classified evaluations
- ⇒ Complete administrative evaluations
- ⇒ Review Action Plan for current year
- ⇒ Complete public hearing and adopted budget for 2024/25
- ⇒ Send save-the-date flyer to staff for Fall Staff Inservice
- ⇒ Submit Annual attendance report to Districts-Due June 30th
- ⇒ Attend End-of-Year Teacher Check-out (EXIT) appointments
- ⇒ Plan Leadership Retreat
- ⇒ Verify CalWorks Funding
- ⇒ Re-order CPR supplies
- ⇒ Assist with ROP summer class enrollment

Student Services

- ⇒ Submit data required for grants prior to summer break
- ⇒ Report student numbers in all summer classes
- ⇒ Prepare after school class flyers/reminder for Fall after school students

Instructors

- ⇒ **FINAL ATTENDANCE MUST BE IN AERIES FOR ANNUAL REPORT TO DISTRICTS**
- ⇒ Code all students exiting program in Aeries, enter grades and credits, and submit grades before summer break
- ⇒ Submit Students Hired Data forms for students that obtain employment
- ⇒ Attend End-of Year Teacher Check-out (EXIT) appointments
- ⇒ **REMINDER: Orders for teachers' office/desk supplies for 2024-2025 due at End-of-Year Teacher Check-out (EXIT) appointments**
- ⇒ **SAVE the DATE** for Fall Staff In-Service in August

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases

Have a great summer!

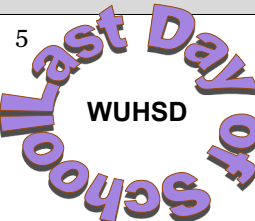


May

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June 2024

July

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
June 11 WUHSD Board Meeting 7pm	August 5 PAY DAY		End-of-Year Teacher Check-out (Exit) appointments June 3 - June 6		CAROCP STRATEGIC PLANNING TRANSITION MEETING June 10-12 Location TBD	
2	3	4	5	6	7	8
					All Attendance thru 6/7 must be in Aeries	
9	10	11	12	13	14	15
	CAROCP Transition Meeting June 10-12 WUHSD San Diego Board Meeting 7pm			Board Meeting 4pm Public Hearing for the Budget	Flag Day 	
16	17	18	19	20	21	22
Father's Day Tri-Cities ROP Office hours 7/17, 7/18, 7/20, 7/21 7:30am-4:00pm		ERUSD Board Meeting 6:30pm	Juneteenth HOLIDAY ROP Center Closed	TIME CARDS DUE For additional time		
23	24	25	26	27	28	Birthdays 6 Daniel Barajas 6 Kevin Jamero 9 Vivien Buhain 17 Alyssa Cabral 18 Sam Knaak 23 Brooke Snyder 28 Arnie Esquivel 30 Jonathan Olmedo
					29 Saturday 30 Sunday	



TRI-CITIES

Regional Occupational Program

ROP

Monthly Activities Calendar

July

Administration

- ⇒ Prepare for and send reminder to staff to attend Fall Staff Inservice
- ⇒ Prepare for Fall Registration
- ⇒ Update Action Plan
- ⇒ Complete Annual Report
- ⇒ Update Teacher Handbook
- ⇒ Finalize and print fall class schedule
- ⇒ Perkins budget due
- ⇒ Continue planning Fall Staff Inservice Day in August
- ⇒ Update course data page for WUHSD course catalog
- ⇒ Review "Job Duties" forms with Office Staff



College AND Career Pathways Advisors

- ⇒ Update WUHSD Board bulletin board
- ⇒ Participate in high school registration confirmation for Fall Semester
- ⇒ Update flyers and presentations
- ⇒ Complete work plan and calendar for 2024/25
- ⇒ Update school's bulletin boards
- ⇒ Remind after-school students regarding meeting info for Nurse Assistant and Dental Assistant students
- ⇒ Locate campus calendar to update activities calendar and work plan
- ⇒ Identify and submit SMART goals for 2024/25 school year

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases

Instructors

- ⇒ Plan to attend Fall Staff Inservice in August - Attendance is required

Work-Based Learning Teachers

ROP Supervisor Approval Required for all WBL

- ⇒ Be sure you have all your training agreements signed prior to using the WBL sites


June

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18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2024

August

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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Tri-Cities ROP Office hours 7/1, 7/2 7/3, 7/5 7:30am-4:00pm	1	2	3	4 ROP Office Closed 	5 PAY DAY	6
7	8	9	10	11 Board Meeting 4:00pm	12 B	13
14	15	16	17	18	19 A	20
21	22	23 TIME CARDS DUE For additional time ERUSD Board Meeting 6:30pm	24	25	26 B	27
28	29	30	31			

Birthdays

3 Jeff Whetstone
5 Joe Martinez
9 Kristen Ross
15 Bill Buttinelli
28 Kathryn Abell

**Tri-Cities ROP
Administrator Goals**

- #1 Respect other's time**
- #2 Follow through on all tasks**
- #3 Visit classrooms often**
- #4 Be consistent**

**Tri-Cities ROP
School-Wide Goals**

- #1 Increase student achievement by offering challenging, rigorous, and engaging standards-based curriculum and ensuring every course is part of a pathway**
- #2 Provide student outcome data to our Stakeholders to substantiate the value of career technical education for all students**
- #3 Develop business, community, and educational partnerships to ensure all classes lead to industry certifications, post-secondary education and/or employment**
- #4 Increase organizational effectiveness and efficiency**

Governing Board

Dr. Teresa Merino
President
ERUSD

Mr. Kevin Jamero
Clerk
WUHSD

Mr. Jaime Lopez
Member
WUHSD

Ms. Esther Mejia
Member
ERUSD

Mr. Gary Mendez
Member
WUHSD

Dr. John Smith
Superintendent

Governing Board effective date 6/2023