



Prepares Students  
for College and Careers

# TRI-CITIES

Regional Occupational Program

# ROP

# 2025 - 2026

# Monthly Activities Calendar



# TRI-CITIES

Regional Occupational Program

# ROP



KEEP  
CALM  
AND WELCOME  
BACK TO  
SCHOOL

## Monthly Activities Calendar

# August

### Administration

- ⇒ Start ROCP Course Review for 2025/26
- ⇒ 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
- ⇒ Review WASC Action Plan

### 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 24 in Keenan

***ATTEND DISTRICT SUPERINTENDENT'S WELCOME***

### Work-Based Learning / Afterschool / CTSO

- ⇒ Meet in August to plan 2025/26 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


# July

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	31		

# August 2025

# September

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				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div>  <p>Tri-Cities ROP will provide opportunities for academic excellence, student success, workforce development, and employability skills necessary to succeed in employment and post-secondary education.</p> </div>						
	<div>ROP OFFICE HOURS MTWThF 7:30-4:00pm</div>				1	2
3	<div>WUHS New Teacher Orientation</div>	<div>PAY DAY</div> <div>WUHS New Teacher Orientation</div>	6	<div>Fall Staff Inservice 7:30-3:00pm</div>	<div>New Teacher Institute 9am-12pm</div>	<div>Birthdays</div> <div>1 Juan Cabral 7 Amber Fox 19 Dr. John Smith</div>
10	<div>WUHS Superintendent greeting 8:30am WHS Auditorium, August 11</div>	<div>Teacher Workday WUHS</div>	<div>Freshman 1st Day WUHS</div> <div>Pre-Service ERHS</div> <div>WUHS Board Mtg 7pm</div>	<div>Fall Session Begins WUHS</div> <div>Pre-Service Day ERHS</div>	<div>Fall Session Begins ERUSD</div> <div>Board Meeting 4pm</div>	<div>After School ROP classes begin</div> <div>NA MW on Fri 8/15</div> <div>NA TuTh on Th 8/14</div>
17	<div>After School ROP classes begin</div> <div>ASE Cert HS Af Sch</div> <div>CHS Begins</div>	<div>Dental HS Af Sch</div> <div>PHS Begins</div> <div>ERUSD Board Mtg 6:30pm</div>	20	21	22	23
24	25	26	27	28	29	30/31
			<div>Back to School Night La Serna HS 6pm</div> <div>Locke Gym</div>	<div>Back to School Night California HS 6pm</div> <div>Large Gym</div>		



# TRI-CITIES

Regional Occupational Program

# ROP

## 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
- ⇒ Review WASC Action Plan



### 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 25
- ⇒ Prepare classroom for and attend Back-To-School Night, if applicable
- ⇒ Mandated Reporter & Sexual Harassment Training due September 24

### 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

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
31						

# September 2025

# October

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	31	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Tri-Cities ROP Office hours 9/2 thru 9/5 7:30am-4:00pm	1 <b>Labor Day</b> <b>HOLIDAY</b> No WBL Training	2 Fall Adult Dental Assistant Program Begins	3  Back to School Night Whittier HS 6pm Auditorium	4 Fall Adult Nurse Assistant Program Begins Back to School Night El Rancho HS 5pm SACS 2025 24/25 Unaudited Actuals	5 <b>PAY DAY</b>	6 AJ Academy Begins
7	8	9  WUHSD Board Mtg 7pm	10	11  Board Meeting 4:00pm  Back to School Night Santa Fe HS 6pm Mendez Gym	12  A	13
14	15	16  ERUSD Board Mtg 6:30pm	17  WUHSD Progress—Mid Qtr 1 Due	18	19  B	20  CNA CEU 8-12n
21	22	23  TIME CARDS DUE For additional time	24  PLC Meeting #1 All Industries 3:30-4:30pm Virtual Mandat Reporter & Sexual Harassment Training Due	25  CAROCP State Board Meeting 9-2:30pm LACOE  Safety Survey Due	26  A	27
28	29	30				Birthdays  21 Mia Burrola 30 Charles Lee



# 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 27
- ⇒ Review WASC Action Plan

#### Instructors

- ⇒ Quarter Grades due

#### 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](mailto: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

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				

# October 2025

## November

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						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Mission</b> Tri-Cities ROP Prepares Students for College AND Careers by Offering Excellent Career Technical Education Leading to Employment, Industry Certification, or Post-Secondary Education			1 Advisory Meeting AME 3:30-4:30pm Virtual	2	3 PAY DAY B	4
			8 Safety Committee Meeting 3:30-4:30pm	9 Board Meeting 4:00pm	10 ERUSD/WUHSD Quarter 1 Ends A	11
12	13 No School WUHSD	14 WUHSD Board Mtg 7:00p	15 WUHSD Grades—Quarter 1 Due	16 BOSSES DAY WUHSD CTE Consultant Meeting	17 CDE 20 and CDE 101 E1 Due B	18 CNA CEU 8-12n
19	20	21 ERUSD Board Mtg 6:30pm	22 Technology Committee Meeting	23 TIME CARDS DUE For additional time	24 A	25
26	27	28	29 Advisory Meeting Construction 3:30-4:30pm Virtual	30	31 1st Interim Closing Date Halloween B	Birthdays 5 Pat McCaw 15 Ruth Sudick



# TRI-CITIES

Regional Occupational Program

# ROP

## 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 2026/27 Master Schedule
- ⇒ Take staff picture for holiday cards
- ⇒ Review WASC Action Plan

### 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 #2

### Monthly Reports:

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





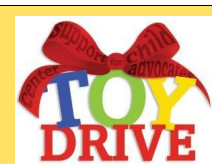
# October

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	31	

# November 2025

# December

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	31			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2  Set clocks back 1 hour	3	4 	5 <b>PAY DAY</b> PLC Meeting #2 All Industries 3:30-4:30pm Virtual	6	7 <span style="color: blue;">A</span>	8 AJ Academy No Class
9 Tri-Cities ROP Office hours 11/10, 11/12, 11/13, 11/14 7:30am-4:00pm	10 No School ERUSD No School WUHSD	11 Veterans Day HOLIDAY No WBL Training ROP Center Closed	12 Fall Adult Dental Externship Begins	13 Board Meeting 4:00pm	14 WUHSD Progress—Mid Qtr 2 Due	15
16	17	18 ERUSD Board Mtg 6:30pm WUHSD Board Mtg 7pm	19 Nov 19-21 CAROCP State Board Meeting 9-2:30pm Omni, Rancho Mirage	20 TIME CARDS DUE For additional time Adult Nurse Asst ends CTE Conference Rancho Mirage	21 CTE Conference Rancho Mirage <span style="color: red;">B</span>	22 AJ Academy No Class
23 Tri-Cities ROP Office hours 11/24 thru 11/25 7:30am-4:00pm	24 ERUSD / WUHSD Thanksgiving Recess 11/24—11/28	25	26 Admissions Day HOLIDAY ROP Center Closed	27 Thanksgiving Day HOLIDAY No WBL Training ROP Center Closed	28 HOLIDAY ROP Center Closed	<div>Birthdays</div> <div>4 Carlos Chavez 6 Betty Brooks 15 Ryan Forse 16 Scott Freeman 16 Alex Gutierrez 24 Kathy Shipka 26 Jenny Mojica 27 Jackie Ramirez</div>
30 	Tri-Cities ROP Annual TOY DRIVE thru Dec 05, 2025 Drop by our office and bring an unwrapped toy for children ages 6-18 - Boys & Girls Club of Whittier I Pico Rivera -					



# TRI-CITIES

Regional Occupational Program

# ROP

## Monthly Activities Calendar

# December

### Administration

- ⇒ Meet with high school Principals to plan Fall 2026 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 25-26
- ⇒ Director of Business shares budget timeline with Leadership Team
- ⇒ Review WASC Action Plan

### Monthly Reports:

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



### 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 19
- ⇒ 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

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						

# December 2025

# January

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	28	30	31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div>Toy Drive thru Dec. 5 Bring unwrapped toy for ages 6-18 to ROP Office.</div>	1 	2	3	4	5 <b>PAY DAY</b>	6
					A	
7	8	9  WUHSD Board Mtg 7pm	10	11  1st Interim Budget	12	13
14	15	16  TIME CARDS DUE For additional time  ERUSD Board Mtg 6:30pm	17  AJ Academy Graduation and last day of class  NA MW EREC ends	18  Board Meeting 4:00pm  HS Dental Asst ends NA TuTh EREC ends	19  ERUSD/WUHSD Semester 1 Ends  All Attendance thru 12/19 must be in Aeries	20
21	22 <b>Winter Break</b> WUHSD 12/22 - 1/5 ERUSD 12/22 - 1/9  ROP Center Closed	23  ROP Center Closed	24 <b>Christmas Eve</b>  Holiday  ROP Center Closed	25 <b>Christmas</b>  Holiday No WBL Training ROP Center Closed	26  ROP Center Closed	27 <b>Birthdays</b>  6 David Luna 8 Esteban Medina 10 Jesse Ortiz 12 Kathi Kent 18 Steven Swanson 28 Luis Hernandez 28 Rachelle Romero
28  Tri-Cities ROP Office hours 12/29, 12/30 7:00am-3:30pm	29  ROP Center Open	30  ROP Center Open	31 <b>New Year's Eve</b>  Holiday  ROP Center Closed	Jan 1 <b>New Year's Day</b>  Holiday No WBL Training ROP Center Closed	Jan 2  ROP Center Closed	



# TRI-CITIES

Regional Occupational Program

# ROP

## 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
- ⇒ Review enrollment data
- ⇒ Review WASC Action Plan

### 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

### 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 16**
- ⇒ Complete Perkins Student Update for 2024/25 school year
- ⇒ Receive program budget request form
- ⇒ PLC Meeting #3

### Monthly Reports:

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

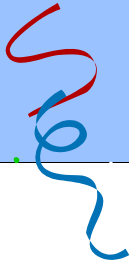



## December

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	31			

# January 2026

## February

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<div>1</div> <div>New Year's Day</div> <div>Holiday</div> <div>No WBL Training</div> <div>ROP Center Closed</div>	<div>2</div> <div>ROP Center Closed</div>	<div>3</div>	
<div>4</div>	<div>5</div> <div>PAY DAY</div>	<div>6</div> <div>Spring Session Begins WUHSD</div>	<div>7</div>	<div>8</div> <div>WUHSD</div> <div>Grades—Sem 1 Due</div>	<div>9</div> <div>B</div>	<div>10</div>
<div>11</div>	<div>12</div> <div>Spring Session Begins ERUSD</div> <div>After Sch NA MW EREC begins</div> <div></div>	<div>13</div> <div>After Sch NA TuTh EREC begins</div> <div>After Sch Dental begins</div> <div>WUHSD Board Mtg 7pm</div>	<div>14</div> <div>Advisory Meeting HSMT</div> <div>3:30-4:30pm Virtual</div>	<div>15</div> <div>Adult Dental ends</div> <div>Board Meeting 4:00pm</div>	<div>16</div> <div>Evening of Excellence</div> <div>Nominations open And Cover Contest</div> <div>A</div>	<div>17</div> <div>Administration of Justice Academy Begins</div>
<div>18</div> <div>Tri-Cities ROP Office hours 1/20 thru 1/23 7:30am-4:00pm</div>	<div>19</div> <div></div> <div>Martin Luther King, Jr HOLIDAY</div> <div>No WBL Training</div> <div>ROP Center Closed</div>	<div>20</div> <div>ERUSD Board Mtg 6:30pm</div>	<div>21</div> <div>PLC Meeting #3 All Industries</div> <div>3:30-4:30pm Virtual</div>	<div>22</div> <div>CAROCP State Board Meeting 9-2:30pm LACOE</div>	<div>23</div> <div>TIME CARDS DUE For additional time</div>	<div>24</div> <div>CNA CEU 8-12n</div>
<div>25</div>	<div>26</div>	<div>27</div>	<div>28</div>	<div>29</div>	<div>30</div> <div>B</div>	<div>31</div> <div>Birthdays</div> <div>4 Anissa Padilla</div> <div>7 Irma Rodriguez Moisa</div> <div>18 Ronnel Farol</div> <div>23 Robert Ruiz</div>



# TRI-CITIES

Regional Occupational Program

# ROP

## Monthly Activities Calendar

# February



**OPPORTUNITIES**  
**FOR CAREER SUCCESS**  
*We Are CTE!*

### Administration

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

### Instructors

- ⇒ Obtain business and industry sponsors for Evening of Excellence
- ⇒ Evening of Excellence Nomination Period **DUE March 6**
- ⇒ TCROP Foundation donation requests
- ⇒ Submit program budget request form to your supervisor

### 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

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	28	30	31

# February 2026

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	31				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Spring Adult Dental Assistant Program Begins	3	4	5 <b>PAY DAY</b>  Spring Adult Nurse Assistant Program Begins	6  <div>A</div>	7
8  Tri-Cities ROP Office hours 2/10 thru 2/13 7:30am-4:00pm	9  Lincoln's Birthday HOLIDAY No WBL Training ROP Center Closed	10  WUHS Board Mtg 7:00pm	11	12	13	14
15  Tri-Cities ROP Office hours 2/17 thru 2/20 7:30am-4:00pm	16  Presidents' Day HOLIDAY No WBL Training ROP Center Closed	17  ERUSD Board Mtg 6:30pm	18	19  Board Meeting 4:00pm  WUHS Progress—Mid Qtr 3 Due	20  TIME CARDS DUE For additional time	21
22	23	24  WUHS CTE Consultant Meeting	25  Advisory Meeting Public Service 3:30-4:30pm Virtual	26	27  <div>B</div>	28
CTE MONTH						Birthdays 3 Erica Blake 5 Rachel Hoffman 5 Jesse Miranda 22 Mayra Campos 25 Richard Alvarez



# TRI-CITIES

Regional Occupational Program

# ROP

## 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 2026/27 Master Class Schedule
- ⇒ Continue employee evaluation
- ⇒ Safety Committee Meeting Mar 18
- ⇒ Technology Committee Meeting Mar 19
- ⇒ 2nd Interim Budget
- ⇒ Review WASC Action Plan

#### 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 6
- ⇒ **LAST DAY TO SUBMIT PURCHASE REQUESTS FOR 2025/26 SCHOOL YEAR—MARCH 27**

#### 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

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

# March 2026

## 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		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 <b>PAY DAY</b>	6 Evening of Excellence Nominations Due  And Cover Contest Deadline <span>A</span>	7
8 <div><div></div><div>Daylight Savings Time Starts</div><div>Set clocks ahead 1 hour</div></div>	9 ERUSD Staff Development {optional} <b>-No Students</b>	10  WUHSD Board Meeting 7pm	11 <b>Advisory Meeting Transportation 3:30-4:30pm Virtual</b>	12 <b>Board Meeting 4:00pm</b>  2nd Interim Budget	13  <span>B</span>	14
15	16 CAROCP State Board Meeting 9-2:30pm Hyatt, Sacramento	17 CAROCP State Legislative Visit Sacramento	18 <b>Safety Committee Meeting</b>	19 Evening of Excellence Winners Selected and Ad Deadline	20 <b>TIME CARDS DUE</b> For additional time  <b>ERUSD/WUHSD Quarter 3 Ends</b> <span>A</span>	21
22	23 <b>Spring Break ERUSD / WUHSD Mar 23—27</b>	24  ERUSD Board Mtg 6:30pm	25 <b>Technology Committee Mtg</b>	26	27 <b>Teachers: Last Day to Submit Purchase Requisitions for 25/26 School Year</b>  <span>B</span>	28 <div><div>Birthdays</div><div>2 Matthew Rojas 8 Esther Mejia 16 Ryan Todd 18 Jaime Lopez 18 Cristina Vasquez 20 Hector LaFarga 22 Leticia Covarrubias</div></div>
29 Tri-Cities ROP Office hours 3/30 thru 4/2 7:30am-4:00pm	30	31	<div><div>EDUCATING FOR CAREERS</div><div>DATES TBD</div><div>Sacramento, CA</div></div>			



# TRI-CITIES

Regional Occupational Program

# ROP

## Monthly Activities Calendar

# April

### Administration

- ⇒ Continue instructor evaluations
- ⇒ Prepare for and attend Evening of Excellence
- ⇒ Start contracts and service agreements lists
- ⇒ Draft 2026/27 Activities Calendar
- ⇒ Draft Program Budget submitted to Superintendent
- ⇒ **Last day for OFFICE STAFF to submit non-stock orders: April 23**
- ⇒ Select teacher and support staff person of the year
- ⇒ Leadership Team reviews draft of program budgets
- ⇒ Review WASC Action Plan

### 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

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	31				

# April 2026

### May

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
31						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Tri-Cities ROP Office hours 3/30 thru 4/2 7:30am-4:00pm			1	2 <b>PAY DAY</b>  WUHSD Grades—Quarter 3 Due	3 <b>Good Friday</b>  No School WUHSD  ROP Center Closed	4
5 <b>Easter</b> Tri-Cities ROP Office hours 4/7 thru 4/10 7:30am-4:00pm	6 <b>No School</b> ERUSD / WUHSD Cesar Chavez Day observed <b>HOLIDAY</b> No WBL Training ROP Center Closed	7	8 <b>PLC Meeting #4</b> All Sectors 3:30-4:30pm Virtual	9 <b>Board Meeting</b> 4:00pm	10	11
12	13	14  WUHSD Board Mtg 7:00pm	15	16  WUHSD CTE Consultant Meeting	17   A	18
19  Adult Dental Externship Begins Wed April 22	20	21 <b>Administrative Professionals' Day !!</b>  ERUSD Board Mtg 6:30pm	22 <b>Evening of Excellence</b> 5:00pm Whittier Community Theatre	23 <b>TIME CARDS DUE</b> For additional time  <b>OFFICE STAFF:</b> LAST DAY TO SUBMIT NON-STOCK ORDERS	24   B	25
26	27	28	29	30 <b>Spring Adult Nurse Assistant Program ends</b>		21 David Belis

### Birthdays



# TRI-CITIES

Regional Occupational Program

# ROP

## 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
- ⇒ Review WASC Action Plan

### 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 2026-2027 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		

# May

# 2026

# June

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				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 13 Administration of Justice class ends and Graduation held After Sch Dental Assistant ends					1	2
3	4	5 <b>PAY DAY</b>	6 National Nurses Day  WUHSD Progress—Mid Qtr 4 Due	7 Advisory Meeting Business 3:30-5:00pm Virtual	8 <u>Last day</u> to submit Certificate of Completion Request forms	9
10  Mother's Day	11	12  WUHSD Board Meeting 7pm	13 Thank you !! Day of the Teacher	14 Board Meeting 4:00pm	15	16
17	18	19  ERUSD Board Meeting 6:30pm	20	21  TIME CARDS DUE For additional time  Auto AF ends	22	23
24 Tri-Cities ROP Office hours 5/26 thru 5/29 7:30am-4:00pm	25 Memorial Day <b>OBSERVED</b> No WBL Training ROP Center Closed	26	27 Advisory Meeting Dental 3:30-5:00pm Virtual DATE TBD	28 Adult Dental Assistant Graduation	29	30/31

Classified Employees Week

## Birthdays

14 Leticia Guevara  
18 Marlana Quintana  
19 Candice Marsano  
26 Elsa Cabral



# 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 2026/27
- ⇒ 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
- ⇒ Review WASC Action Plan

#### 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 2026-2027 due at End-of-Year Teacher Check-out (EXIT) appointments**
- ⇒ **SAVE the DATE for Fall Staff In-Service in August**
- ⇒ Verify Class Inventory List

#### 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

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
31						

# June 2026

# July

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	31		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div>End-of-Year Teacher Check-out (Exit) appointments June 1-3</div>	1	2 HS Dental Assist Externship TWTh June 2-25	3 Last Day of School WUHS	4 All Attendance thru 6/3 must be in Aeries	5 PAY DAY WUHS Grades—Semester 2 Due A	6
7 June 9 WUHS Board Meeting 7pm	8 June 8 thru June 10 CAROCP State Board Meeting and Transition Mtg 9-3pm Catamaran, San Diego	9 Last Day of School ERUSD	10 CAROCP Transition Meeting San Diego	11 Board Meeting 4pm Public Hearing for the Budget	12 11 mo. CCPA last day B	13
14 Father's Day HAPPY FLAG DAY	15 Tri-Cities ROP Office hours this week 7:30am-4:00pm	16 ERUSD Board Meeting 6:30pm	17	18	19 Juneteenth HOLIDAY No WBL Training ROP Center Closed	20
21	22	23 TIME CARDS DUE For additional time  WUHS Board Meeting 7pm	24	25	26	27
28	29	30 <div>June 3, MW AF Sch Nurse Assist EREC ends June 4, TuTh AF Sch Nurse Asst EREC ends</div>				

## Birthdays

- 1 Erica Grant
- 6 Daniel Barajas
- 6 Kevin Jamero
- 18 Sam Knaak
- 28 Arnie Esquivel
- 30 Jonathan Olmedo



# 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
- ⇒ Review WASC Action Plan



#### 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 2026/27
- ⇒ 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 2026/27 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

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				

# July 2026

## August

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	31					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
June 28	June 29 Tri-Cities ROP Office hours 6/29 thru 7/2 7:30am-4:00pm	June 30	1	2 <b>PAY DAY</b>	3 <b>Holiday</b>  <b>ROP Center Closed</b>	4 No WBL Training 
5	6	7	8	9 Board Meeting 4:00pm	10   A	11
12	13	14	15	16	17   B	18
19	20	21  ERUSD Board Meeting 6:30pm	22	23 <b>TIME CARDS DUE</b> For additional time	24   A	25
26	27	28	29	30	31   B	<b>Birthdays</b> 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**

Ms. Esther Mejia  
**President**  
ERUSD

Mr. Jaime Lopez  
**Vice President**  
WUHSD

Ms. Irma Rodriguez Moisa  
**Clerk**  
ERUSD

Mr. Kevin Jamero  
**Member**  
WUHSD

Mr. Hector La Farga  
**Member**  
ERUSD

Dr. John Smith  
**Superintendent**

Governing Board effective date 12/2024