



TRI-CITIES

Regional Occupational Program

ROP



Prepares Students
for College and Careers

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

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

ATTEND DISTRICT SUPERINTENDENT'S WELCOME

July

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6	7	8	9	10	11	12
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27	28	29	30	31		

August 2025

September

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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 style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 2em; font-weight: bold; color: blue; text-decoration: underline;">Vision</div> <div style="background-color: blue; color: white; padding: 10px; text-align: center;"> <p><i>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.</i></p> </div> </div>						
<div style="border: 1px solid black; padding: 5px; text-align: center; background-color: yellow;"> ROP OFFICE HOURS MTWThF 7:30-4:00pm </div>					1	2
3	4 WUHSD New Teacher Orientation	5 PAY DAY WUHSD New Teacher Orientation	6	7 Fall Staff Inservice 7:30-3:00pm	8 New Teacher Institute 9am-12pm	9 Birthdays 1 Juan Cabral 7 Amber Fox 19 Dr. John Smith
10 WUHSD Superintendent greeting 8:30am WHS Auditorium, August 11	11 Teacher Workday WUHSD	12 Freshman 1st Day WUHSD Pre-Service ERHS WUHSD Board Mtg 7pm	13 Fall Session Begins WUHSD Pre-Service Day ERHS	14 Fall Session Begins ERUSD Board Meeting 4pm	15 After School ROP classes begin NA MW on Fri 8/15 NA TuTh on Th 8/14	
17	18 After School ROP classes begin ASE Cert HS Af Sch CHS Begins	19 Dental HS Af Sch PHS Begins ERUSD Board Mtg 6:30pm	20	21 TIME CARDS DUE For additional time Back to School Night Pioneer HS 6pm Quad	22	23 CNA CEU 8-12n
24	25	26	27 Back to School Night La Serna HS 6pm Locke Gym	28 Back to School Night California HS 6pm Large Gym	29	30/31



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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
- ⇒ Review WASC Action Plan



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

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

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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September 2025

October

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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
<p>Tri-Cities ROP Office hours 9/2 thru 9/5 7:30am-4:00pm</p>	<p>1 Labor Day HOLIDAY No WBL Training</p>	<p>2 Fall Adult Dental Assistant Program Begins</p>	<p>3 Back to School Night Whittier HS 6pm Auditorium</p>	<p>4 Fall Adult Nurse Assistant Program Begins Back to School Night El Rancho HS 5pm SACS 2025 24/25 Unaudited Actuals</p>	<p>5 PAY DAY</p>	<p>6 AJ Academy Begins</p>
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				<p>Birthdays</p> <p>21 Mia Burrola 30 Charles Lee</p>



TRI-CITIES

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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
- ⇒ 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

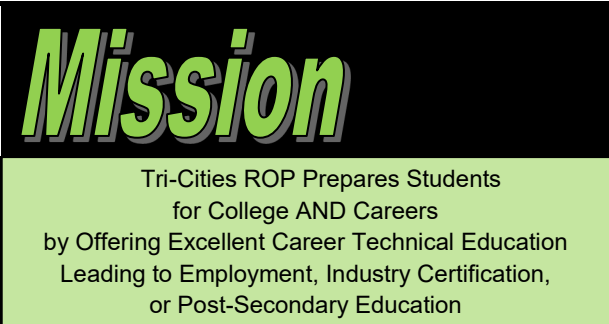
September

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October 2025

November

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30						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Advisory Meeting AME 3:30-4:30pm Virtual	2	3 PAY DAY	4
			8 Safety Committee Meeting 3:30-4:30pm	9 Board Meeting 4:00pm	10 ERUSD/WUHSD Quarter 1 Ends	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	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	25
26	27	28	29 Advisory Meeting Construction 3:30-4:30pm Virtual	30	31 1st Interim Closing Date Halloween	<div data-bbox="1732 1299 2005 1502" style="border: 1px solid black; padding: 5px;"> <p>Birthdays</p> <ul style="list-style-type: none"> 5 Pat McCaw 7 Jonathan Khamis 15 Ruth Sudick </div>



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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 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

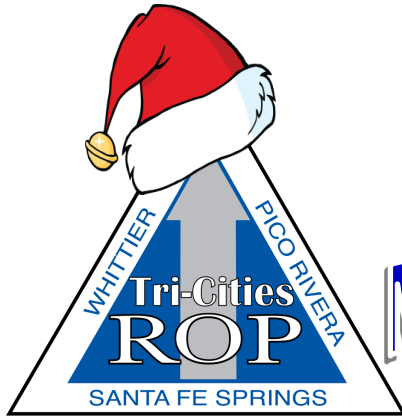
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November 2025

December

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28	29	30	31			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2  Daylight Savings Time Ends Set clocks back 1 hour	3	4 	5 PAY DAY PLC Meeting #2 All Industries 3:30-4:30pm Virtual	6	7	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	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	Birthdays 4 Carlos Chavez 6 Betty Brooks 13 Monica Ortega 15 Ryan Forse 16 Scott Freeman 16 Alex Gutierrez 24 Kathy Shipka 26 Jenny Mojica 27 Jackie Ramirez
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 Pico Rivera -					



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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

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December 2025

January

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
 <p>Toy Drive thru Dec. 5 Bring unwrapped toy for ages 6-18 to ROP Office.</p>	1 	2	3	4	5 PAY DAY	6
	7	8	9 WUHS Board Mtg 7pm	10	11 1st Interim Budget	12 A
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/WUHS Semester 1 Ends All Attendance thru 12/19 must be in Aeries A	20
21	22 Winter Break WUHS 12/22 - 1/5 ERUSD 12/22 - 1/9 ROP Center Closed	23 ROP Center Closed	24 Christmas Eve Holiday ROP Center Closed	25 Christmas Holiday No WBL Training ROP Center Closed	26 ROP Center Closed	27 Birthdays 6 David Luna 8 Esteban Medina 10 Jesse Ortiz 12 Kathi Kent 18 Steven Swanson 28 Luis Hernandez
28 Tri-Cities ROP Office hours 12/29, 12/30 7:00am-3:30pm	29 ROP Center Open	30 ROP Center Open	31 New Year's Eve Holiday ROP Center Closed	Jan 1 New Year's Day Holiday No WBL Training ROP Center Closed	Jan 2 ROP Center Closed	



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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
- ⇒ 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

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21	22	23	24	25	26	27
28	29	30	31			

January 2026

February

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15	16	17	18	19	20	21
22	23	24	25	26	27	28

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



TRI-CITIES

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Monthly Activities Calendar

February



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



TRI-CITIES

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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 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

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March 2026

April

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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	3	4	5 PAY DAY	6 Evening of Excellence Nominations Due And Cover Contest Deadline ^A	7
8  Daylight Savings Time Starts 	9 ERUSD Staff Development {optional} -No Students	10 WUHSD Board Meeting 7pm	11 Advisory Meeting Transportation 3:30-4:30pm Virtual	12 Board Meeting 4:00pm 2nd Interim Budget	13	14
15	16 CAROCP State Board Meeting 9-2:30pm Hyatt, Sacramento	17 CAROCP State Legislative Visit Sacramento	18 Safety Committee Meeting	19 Evening of Excellence Winners Selected and Ad Deadline	20 TIME CARDS DUE For additional time ERUSD/WUHSD Quarter 3 Ends ^A	21
22	23 Spring Break ERUSD / WUHSD Mar 23—27	24 ERUSD Board Mtg 6:30pm	25 Technology Committee Mtg	26	27 Teachers: Last Day to Submit Purchase Requisitions for 25/26 School Year ^B	28
29 Tri-Cities ROP Office hours 3/30 thru 4/2 7:30am-4:00pm	30	31	EDUCATING FOR CAREERS DATES TBD Sacramento, CA			<div style="border: 1px solid black; border-radius: 15px; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;">Birthdays</p> <ul style="list-style-type: none"> 2 Matthew Rojas 8 Esther Mejia 16 Ryan Todd 18 Jaime Lopez 18 Cristina Vasquez 20 Hector LaFarga 22 Leticia Covarrubias </div>



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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 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

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April 2026

May

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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 PAY DAY WUHSD Grades—Quarter 3 Due	3 Good Friday No School WUHSD ROP Center Closed	4
5 Easter Tri-Cities ROP Office hours 4/7 thru 4/10 7:30am-4:00pm	6 No School ERUSD / WUHSD Cesar Chavez Day observed HOLIDAY No WBL Training ROP Center Closed	7	8 PLC Meeting #4 All Sectors 3:30-4:30pm Virtual	9 Board Meeting 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 Administrative Professionals' Day !! ERUSD Board Mtg 6:30pm	22	23 TIME CARDS DUE For additional time OFFICE STAFF: LAST DAY TO SUBMIT NON-STOCK ORDERS	24 B	25
26	27	28 Evening of Excellence 5:00pm Whittier Community Theatre	29	30 Spring Adult Nurse Assistant Program ends		21 David Belis

Birthdays

21 David Belis



TRI-CITIES

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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
- ⇒ 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

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May 2026

June

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21	22	23	24	25	26	27
28	29	30				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>May 13</p> <p>Administration of Justice class ends and Graduation held</p> <p>After Sch Dental Assistant ends</p>					1	2
3	4	5 PAY DAY	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
		Classified Employees Week				
24 Tri-Cities ROP Office hours 5/26 thru 5/29 7:30am-4:00pm	25 Memorial Day OBSERVED No WBL Training ROP Center Closed	26	27 Advisory Meeting Dental 3:30-5:00pm Virtual DATE TBD	28 Adult Dental Assistant Graduation	29	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Birthdays</p> <p>14 Jessica Buenrostro 14 Leticia Guevara 18 Marlana Quintana 19 Candice Marsano 26 Elsa Cabral</p> </div>
						30/31



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

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31						

June 2026

July

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27	28	29	30	31		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>End-of-Year Teacher Check-out (Exit) appointments June 1-3</p>	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 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 Father's Day	22	23 TIME CARDS DUE For additional time WUHS Board Meeting 7pm	24	25	26 A	27
28	29	30 June 3, MW AF Sch Nurse Assist EREC ends June 4, TuTh AF Sch Nurse Asst EREC ends				<p>Birthdays</p> <ul style="list-style-type: none"> 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

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28	29	30				

July 2026

August

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

Mr. Jaime Lopez
President
WUHSD

Ms. Irma Rodriguez Moisa
Vice President
WUHSD

Mr. Hector LaFarga
Clerk
ERUSD

Ms. Esther Mejia
Member
ERUSD

Ms. Lilia Bozigian
Member
WUHSD

Dr. John Smith
Superintendent

Governing Board effective date 12/2025