



Prepares Students
for College and Careers

TRI-CITIES

Regional Occupational Program

ROP



2026 - 2027

Monthly Activities Calendar

Rev. 9/17/26



TRI-CITIES

Regional Occupational Program

ROP

Monthly Activities Calendar

August



Administration

- ⇒ Start ROCP Course Review for 2026/27
- ⇒ 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 22 in Keenan

Work-Based Learning / Afterschool / CTSO

- ⇒ Meet in August to plan 2026/27 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	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

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	22	24	25	26
27	28	29	30			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<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>					1
	2	3 WUHS New Teacher Orientation	4 WUHS New Teacher Orientation	5 PAY DAY	6 Fall Staff Inservice 7:30am-3:00pm	7 Pre-Service Day ERHS B
9 WUHS Superintendent greeting 8:30am WHS Auditorium, August 10	10 Teacher Workday WUHS ERUSD Staff Development (mandatory)	11 Freshman 1st Day WUHS Pre-Service Day ERHS WUHS Board Mtg 7pm	12 Fall Session Begins ERUSD WUHS NA MW af sch Begins	13 Board Meeting 4pm NA TuTh af sch Begins	14 A	15
16	17 After School ROP classes begin ASE Cert HS Af Sch CHS Begins	18 Dental HS Af Sch PHS Begins ERUSD Board Mtg 6:30pm	19	20	21 TIME CARDS DUE For additional time B	22
23	24 Fall Adult Dental Assistant Program Begins	25	26 *Back to School Night La Serna HS 6pm Locke Gym	27 Back to School Night California HS 6-8pm Large Quad *Pioneer HS 6-8pm Quad	28 A	29
30	31	ROP OFFICE HOURS MTWThF 7:30-4:00pm				Birthdays 1 Juan Cabral 7 Amber Fox 19 Dr. John Smith 17 Lindsey Andrade 17 Janelle Castro



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 30
- ⇒ Prepare classroom for and attend Back-To-School Night, if applicable
- ⇒ Mandated Reporter & Sexual Harassment Training due September 22

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 2026

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
		1 Fall Adult Nurse Assistant Program Begins Canceled Send out SafetySurvey	2 *Back to School Night Whittier HS 6pm Auditorium	3 *Back to School Night California HS 6-8pm Large Quad *El Rancho HS 5-7pm SACS 2026 25/26 Unaudited Actuals	4 PAY DAY	5 CNA CEU 8-12n
6 Tri-Cities ROP Office hours 9/8 thru 9/11 7:30am-3:30pm	7 Labor Day HOLIDAY No WBL Training ROP Center Closed	8 WUHS Board Mtg 7pm	9	10 Board Meeting 4:00pm	11	12 AJ Academy Begins
13	14	15 ERUSD Board Mtg 6:30pm	16	17 *Back to School Night Santa Fe HS 6pm Mendez Gym *WUHS Progress—Mid Qtr 1 Due	18	19
20	21	22 Mandated Reporter & Sexual Harassment Training Due	23 PLC Meeting #1 All Industries 3:30-4:30pm Virtual TIME CARDS DUE For additional time	24 CAROCP State Board Meeting 9-2pm NOCROP	25	26
27	28	29	30 Safety Survey Due			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 7
- ⇒ 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

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 2026

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
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				1	2	3 CNA CEU 8-12n
4	5 PAY DAY	6	7 Safety Committee Meeting 3:30-4:30pm	8 Board Meeting 4:00pm	9 *ERUSD Quarter 1 Ends *WUHSD Quarter 1 Ends	10
11	12 No School WUHSD	13 WUHSD Board Mtg 7:00p	14	15 *WUHSD Grades—Quarter 1 Due WUHSD CTE Con- sultant Meeting CDE 20 and CDE 101 E1 Due	16 BOSSES DAY	17
18	19	20 ERUSD Board Mtg 6:30pm	21 Technology Committee Meeting	22 TIME CARDS DUE For additional time	23	Birthdays 5 Pat McCaw 7 Jonathan Khamis 15 Ruth Sudick
25	26	27	28 Advisory Meeting Construction 3:30-4:30pm Virtual	29	30 *ERUSD 1st Sem Progress—Due 1st Interim Closing Date	31 Halloween



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 2027/28 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 2026

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  Daylight Savings Time Ends Set clocks back 1 hour	2	3 Adult Dental Assistant Externship Begins	4 PLC Meeting #2 All Industries 3:30-4:30pm Virtual	5 PAY DAY	6	7 CNA CEU 8-12n
8 Tri-Cities ROP Office hours 11/9, 11/10, 11/12, 11/13 7:30am-3:30pm	9	10  WUHS Board Mtg 7pm	11 Veterans Day HOLIDAY No WBL Training ROP Center Closed	12 *WUHS Progress—Mid Qtr 2 Due Board Meeting 4:00pm	13 B	14
15	16	17 ERUSD Board Mtg 6:30pm	18 CAROCP State Board Meeting 8:30-4pm Omni, Rancho Mirage	19 TIME CARDS DUE For additional time CTE Conference Rancho Mirage	20 CTE Conference Rancho Mirage A	21
22 Tri-Cities ROP Office hours 11/23 thru 11/24 7:30am-3:30pm	23 ERUSD / WUHS Thanksgiving Recess 11/23—11/27	24	25 Admissions Day HOLIDAY ROP Center Closed	26 Thanksgiving Day HOLIDAY No WBL Training ROP Center Closed	27 HOLIDAY ROP Center Closed	28 AJ Academy No Class
29	30					
		Tri-Cities ROP Annual TOY DRIVE thru Dec 04, 2026 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 13 Monica Ortega 15 Ryan Forse 16 Scott Freeman 16 Alex Gutierrez 24 Kathy Shipka 26 Jenny Mojica 27 Jackie Ramirez



TRI-CITIES

Regional Occupational Program

ROP

Monthly Activities Calendar

December

*Season's
Greetings*

Administration

- ⇒ Meet with high school Principals to plan Fall 2027 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 26-27
- ⇒ 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 18
- ⇒ 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 2026

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	29	30
31						

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



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 April—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 15**
- ⇒ Complete Perkins Student Update for 2025/26 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

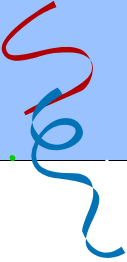
December

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 2027

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



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
- ⇒ Review WASC Action Plan

Instructors

- ⇒ Obtain business and industry sponsors for Evening of Excellence
- ⇒ Evening of Excellence Nomination Period **DUE March 5**
- ⇒ 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

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	29	30
31						

February 2027

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			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Spring Adult Dental Assistant Program Begins	3 Spring Adult Nurse Assistant Program Begins	4	5 PAY DAY	6
7 Tri-Cities ROP Office hours 2/9 thru 2/12 7:30am-3:30pm	8 Lincoln's Birthday HOLIDAY No WBL Training ROP Center Closed	9 WUHS Board Mtg 7:00pm	10	11 Board Meeting 4:00pm	12 B	13
14 Tri-Cities ROP Office hours 2/16 thru 2/19 7:30am-3:30pm	15  Presidents' Day HOLIDAY No WBL Training ROP Center Closed	16 ERUSD Board Mtg 6:30pm	17	18	19 *WUHS Progress—Mid Qtr 3 Due	20
21	22	23 TIME CARDS DUE For additional time	24 Advisory Meeting Public Service 3:30-4:30pm Virtual	25	26	27
28					A Birthdays 3 Erica Blake 5 Rachel Hoffman 5 Jesse Miranda 11 Angela Abernathy 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 2027/28 Master Class Schedule
- ⇒ Continue employee evaluation
- ⇒ Safety Committee Meeting Mar 17
- ⇒ Technology Committee Meeting Mar 24
- ⇒ 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 5
- ⇒ **LAST DAY TO SUBMIT PURCHASE REQUESTS FOR 2026/27 SCHOOL YEAR—MARCH 25**

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



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 2027

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 CAROCP State Board Meeting DateTBD Time TBD Location TBD	2 CAROCP State Legislative Visit Sacramento DateTBD Time TBD	3	4	5 PAY DAY Evening of Excellence Nominations Due And Cover Contest Deadline B	6
7	8 ERUSD Staff Development {optional} -No Students	9 WUHSD Board Meeting 7pm	10 Advisory Meeting Transportation 3:30-4:30pm Virtual	11 Board Meeting 4:00pm 2nd Interim Budget	12 A	13
14  Set clocks ahead 1 hour	15	16 ERUSD Board Mtg 6:30pm	17 Safety Committee Meeting	18 Evening of Excellence Winners Selected and Ad Deadline	19 TIME CARDS DUE For additional time *WUHSD Quarter 3 Ends B	20
21 Tri-Cities ROP Office hours 3/22 thru 3/25 7:30am-3:30pm	22 Spring Break WUHSD Mar 22—26	23	24 Technology Committee Mtg	25 Teachers: Last Day to Submit Purchase Requisitions for 26/27 School Year	26 ERUSD in session *ERUSD Quarter 3 Ends Good Friday ROP Center Closed	27
28 Easter Tri-Cities ROP Office hours 3/30 thru 4/2 7:30am-3:30pm	29 No School ERUSD / WUHSD Farmworkers Day observed HOLIDAY No WBLTraining ROP Center Closed	30 Spring Break ERUSD Mar 29—Apr 1 [Apr 2 ERUSD Farmworkers day observed]	31	EDUCATING FOR CAREERS DATES TBD Sacramento, CA		Birthdays 8 Esther Mejia 16 Ryan Todd 18 Jaime Lopez 20 Hector LaFarga 22 Leticia Covarrubias



TRI-CITIES

Regional Occupational Program

ROP

Monthly Activities Calendar

April

Administration

- ⇒ Attend Evening of Excellence
- ⇒ Continue instructor evaluations
- ⇒ Prepare for and attend Evening of Excellence
- ⇒ Start contracts and service agreements lists
- ⇒ Draft 2027/28 Activities Calendar
- ⇒ Draft Program Budget submitted to Superintendent
- ⇒ **Last day for OFFICE STAFF to submit non-stock orders: April 22**
- ⇒ Select teacher and support staff person of the year
- ⇒ Leadership Team reviews draft of program budgets
- ⇒ Review WASC Action Plan

Instructors

- ⇒ Attend Evening of Excellence
- ⇒ Ensure attendance and competency tracking (ITPs) are up-to-date
- ⇒ 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

- ⇒ Attend Evening of Excellence
- ⇒ 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 2027

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
				1 *WUHSD Grades—Quarter 3 Due	2	3
4	5 PAY DAY	6	7 PLC Meeting #4 All Sectors 3:30-4:30pm Virtual	8 Board Meeting 4:00pm	9 *ERUSD 2nd Sem Progress—Due A	10
11	12	13 WUHSD Board Mtg 7:00pm	14	15	16 B	17
18	19	20 ERUSD Board Mtg 6:30pm	21 Evening of Excellence 5:00pm Whittier Community Theatre	22 TIME CARDS DUE For additional time OFFICE STAFF: LAST DAY TO SUBMIT NON-STOCK ORDERS	23 No School WUHSD A	24
25	26 Adult Dental Assistant Externship Begins No School WUHSD	27	28 Administrative Professionals' Day !!	29 Spring Adult Nurse Assistant Program ends	30 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 2027-2028 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 2027

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
1/2 May 12 ? Administration of Justice class ends and Graduation held After Sch Dental Assistant ends	3	4	5	6 National Nurses Day Advisory Meeting Business	7 Last day to submit Certificate of Completion Requests *WUHSD Progress—Mid Qtr 4 Due A	8
9 Mother's Day	10	11 WUHSD Board Meeting 7pm	12	13 Board Meeting 4:00pm	14 B	15
16 Classified Employees Week	17	18 ERUSD Board Meeting 6:30pm	19 Adult Dental Ends Thank you !! Day of the Teacher	20 TIME CARDS DUE For additional time Auto AF Sch ends	21 A	22
23	24	25	26 *ERUSD Grades—Sem 2 Due for 12th grade Advisory Meeting Dental 3:30-5:00pm Virtual	27	28 B	29
30 Tri-Cities ROP Office hours 6/1 thru 6/4 7:30am-3:30pm	31 Memorial Day observed HOLIDAY No WBL Training ROP Center Closed					Birthdays 14 Jessica Buenrostro 14 Leticia Guevara 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 2027

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
End-of-Year Teacher Check-out (Exit) appointments June 1-3		1 HS Dental Assist Externship TWTh Begins NA TTh EREC ends	2 NA MW EREC ends	3 Last Day of School ERUSD WUHS	4 PAY DAY All Attendance thru 6/3 must be in Aeries	5 WUHS Grades—Sem 2 Due June 4 *ERUSD Grades—Sem 2 Due June 4 for 9th-12th grade
	6	7 CAROCP State Board Meeting and Transition Mtg Date/Location TBD	8 WUHS Board Meeting 7pm	9	10 Board Meeting 4pm Public Hearing for the Budget	11 11 mo. CCPAs last day A
12 Tri-Cities ROP Office hours this week 7:30am-3:30pm	13 	14 ERUSD Board Meeting 6:30pm	15	16	17 Juneteenth observed HOLIDAY No WBL Training ROP Center Closed	18
19 Father's Day	20	21 WUHS Board Meeting 7pm	22 TIME CARDS DUE For additional time	23 HS Dental Assist Externship TWTh Ends	24 B	25 Birthdays 1 Erica Grant 6 Daniel Barajas 18 Sam Knaak 28 Arnie Esquivel 30 Jonathan Olmedo
26	27	28	29	30		



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 2027

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 27	June 28	June 29	June 30	1	2 PAY DAY	3
4 No WBL Training 	5 4th of July observed HOLIDAY ROP Center Closed	6	7	8 Board Meeting 4:00pm	9	10
11	12	13 WUHSD Board Meeting 7:00pm	14	15	16	17
18	19	20 ERUSD Board Meeting 6:30pm	21	22 TIME CARDS DUE For additional time	23	24
25	26	27	28	29	30	31
						Birthdays 5 Joe Martinez 9 Kristen Ross 15 Bill Buttinelli 19 Karina Gomez 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