

La Puente Valley Regional Occupational Program

Monthly Activities Calendar

Fall In-Service

August 17

AUGUST

Administration

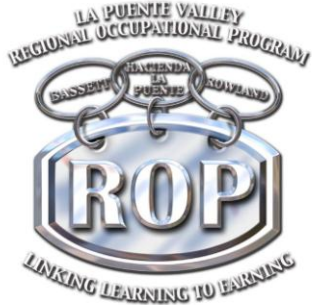
- Attend Fall in-service on August 17 - Attendance is mandatory
- Distribute fall session offers of employment
- Prepare and conduct Fall registration
- Develop fall bus schedule
- Plan and conduct new instructor orientation meetings with Ed Services
- Complete preparations for school year 2009-10
- Submit biennial course review data to board and CDE
- Schedule goal-setting review meetings for September
- Prepare for advisory meetings.
- Prepare for articulation meetings.
- Join CAROCP
- Join Educational Bridge Foundation
- Press release – highlight new classes
- Revise/update course outlines
- Update emergency contact information
- Conduct Sub Orientation
- Hold Safety Committee Meeting
- Closing books
- WASC

Instructors

- Attend Fall in-service on August 17 - Attendance is mandatory
- Attend New Instructor Orientation meeting - Attendance is mandatory for all new instructors
- Turn in summer session student files for NA
- Turn in classroom safety inventory sheet
- Join CAROCP
- Join Educational Bridge Foundation
- Update emergency contract information
- Subs attend sub orientation
- Recruit new members for your advisory committee
- Call-in or email class counts
- Turn in your signed offer of employment before Fall session begins
- WASC

Guidance Specialists

- Attend fall business days to promote ROP
- Assist school counselors with enrollment and registration materials
- Prepare and distribute promotional materials including class flyers and brochures
- Revise community resource materials
- Join CAROCP
- Join Educational Bridge Foundation
- Submit bulletins and plan weekly activities to increase ROP awareness on campus
- Recruit and advise students for fall classes
- Introduce yourself to staff, teachers at your site
- Post work hours at your office or career center
- Post ROP materials where appropriate
- Request print materials from the Ed Center
- Work with teachers to identify potential Student Ambassadors
- Assist with school business days
- Update emergency contact information
- WASC



La Puente Valley Regional Occupational Program

Monthly Activities Calendar

“We make a living by
what we get; we make a
life by what we give.”

W. A. Nance

SEPTEMBER

Administration

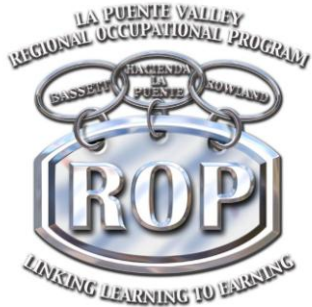
- Schedule instructor goal-setting/staff development meetings
- Distribute advisory information to instructors and remind them of advisory committee meeting and membership requirements
- Send welcome letter to parents of high school students enrolled in ROP
- Present unaudited actual for 2009-10 to board
- Check student/class attendance status on daily basis
- Insurance benefits open enrollment
- Revise and review 2009-2010 budget after state approval
- Schedule auditor's visit
- Join CAROCP
- Join Educational Bridge Foundation
- Press release – feature a class/project
- Revise/update course outlines
- Leadership – Develop ROPERS rubric
- Draft stakeholders survey

Instructors

- Verify that student enrollment forms and Privacy Notice/Student Consent forms are filled out by students; check for errors; turn in at end of first class session
- Submit all enrollment forms, required paperwork including student photo releases, and students' emails to ROP
- Submit attendance and class counts on a daily basis
- Contact your Program Manager ASAP for assistance if your daily attendance is below the required minimum
- Enroll/submit changes for insurance benefits
- Turn in classroom safety inventory sheet
- Administer Safety Exams
- Incorporate ROPERS and CTE into daily lesson plans
- Submit revised advisory committee list to your instructional supervisor
- Join CAROCP
- Join Educational Bridge Foundation
- Turn in all CC/CTE worksite agreement forms

Guidance Specialists

- Recruit and advise students for Fall classes
- Promote ROP through bulletin, flyers and high profile efforts
- Plan for Back-to-School Night
- Enroll and submit changes for insurance benefits
- Prepare and conduct weekly ROP activities
- Consult with program managers regarding class updates
- Identify site calendared events
- Join CAROCP
- Join Educational Bridge Foundation
- Select and meet student ambassadors
- Complete school site activities as assigned
- Attend counselor/guidance meetings as appropriate
- Visit feeder middle school sites; meet with counselors and share ROP information



La Puente Valley Regional Occupational Program

Monthly Activities Calendar

“Life would be infinitely happier if we could only be born at the age of 80 and gradually approach 18.”

Mark Twain

OCTOBER

Administration

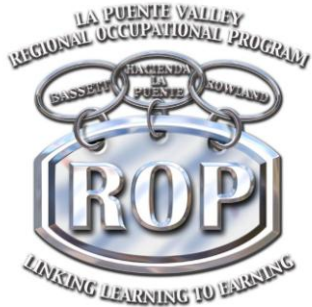
- Schedule classroom visitations for superintendent & assistant superintendent
- Monitor class attendance and make recruitment, cancellation, or other program adjustments
- Begin 2010-11 course planning with district representatives
- Prepare and submit second semester program changes
- Plan Spring class schedule
- Complete goal-setting meetings
- Schedule classroom observations
- Hold Safety Committee meeting
- Safety inspection of classes
- Revise/update course outlines
- Attend CAROCP new member breakfast
- Attend WASC meeting
- Leadership – Develop, review, student/community profile (draft)
- CDE 101-E1
- ADA
- Prepare Annual Report

Instructors

- Submit accurate AIM information on due dates
- Verify that community classroom training agreements are signed prior to using the community classroom sites
- Update all agreements
- Turn in your community class start date the week before you begin CC
- Turn in Student Locator Form after students are placed at CC site
- Involve yourself in school activities to promote yourself and your class as part of the overall school program
- Turn in classroom safety inventory sheet
- Provide sexual harassment student training
- Incorporate ROPERS and CTE standards into daily lesson plans
- Submit student placement forms
- Attend regional advisory committee meetings
- Attend CAROCP new member breakfast
- Attend WASC meeting

Guidance Specialists

- Conduct classroom presentations
- Promote ROP through media, bulletin, flyers and campus activities
- Attend Back-to-School Night, prepare materials
- Attend Guidance Specialist Meeting
- Meet with teachers to assist with marketing, student issues
- Meet with Student Ambassadors
- Schedule and implement weekly ROP activities
- Complete school site activities as assigned
- Attend CAROCP new member breakfast
- Attend counselor/guidance meetings as appropriate



La Puente Valley Regional Occupational Program

Monthly Activities Calendar

“Life is like riding a bicycle. You don’t fall off unless you stop pedaling.”

Claude Pepper

NOVEMBER

Administration

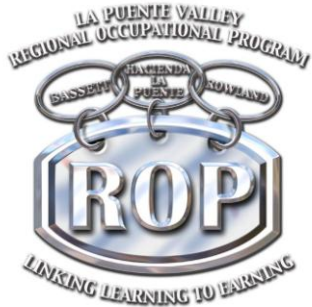
- Schedule classroom visitations for superintendent & assistant superintendent
- Monitor course attendance and enrollment
- Schedule second-semester class changes
- Distribute monthly safety inspection report
- Solicit fall newsletter articles
- Complete classroom visitations
- Set appointments for goal-review meetings
- Meet with principals regarding 2010-11 course offerings on high school campuses
- Complete classroom observations and submit forms
- Distribute capital outlay requests to supervisors
- Press release
- Revise/update course outlines
- Schedule student follow-up process

Instructors

- Keep your AIM information up-to-date
- Submit daily attendance counts
- Keep competency tracking (ITPs) up-to-date
- Recruit for Spring session for your class by meeting with the ROP Career Development Facilitators
- Turn in classroom safety inventory sheet
- Incorporate ROPERS and CTE standards into daily lesson plans
- Review capital outlay requests with supervisors
- November 4 – Advisory Committee Meeting

Guidance Specialists

- Plan ROP career fairs
- Assist with career surveys
- Promote ROP through media, bulletin, flyers and campus activities
- Schedule and implement weekly ROP Activities
- Meet with student ambassadors and plan activities
- Complete school site activities as assigned
- Contact and inform newspaper and yearbook staff about ROP Student Ambassadors
- Attend counselor/guidance meetings as appropriate
- Attend NHRA Career Fair



**La Puente Valley
Regional Occupational Program**
Monthly Activities Calendar

Winter Break

DECEMBER

Administration

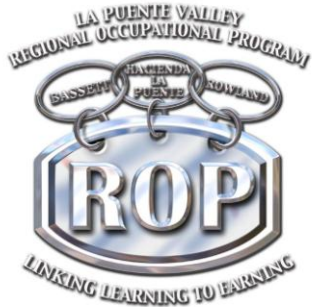
- Prepare Annual Report for January Board Orientation
- Distribute offers of employment for Spring session
- Finalize and submit spring class schedule to board
- Plan for Spring Staff In-Service held in February
- Conduct goal-review meetings
- Initiate FY 2010-11 budget development
- Conduct fall Adult Income Status Survey
- Prepare 2010 goals and objectives
- Hold Safety Committee Meeting
- Present 1st Interim report to board (as of 10/31/09 for 2009-10)
- Budget Calendar to board
- Press release promoting new semester
- Revise/update course outlines
- ADA due to districts
- Audit report to board

Instructors

- Keep your AIM information up-to-date
- Plan recruitment activities to encourage spring enrollments
- Turn in classroom safety inventory sheet
- Incorporate ROPERS into daily lesson plans
- Enjoy the holidays

Guidance Specialists

- Plan Spring session recruitment and registration activities
- Promote ROP through media, bulletin, flyers and campus activities
- Conduct classroom presentations
- Schedule and implement weekly ROP activities
- Check with teachers on marketing, student issues
- Alert teachers regarding dates for student recognition
- Complete school site activities as assigned
- Attend counselor/guidance meetings as appropriate
- Meet with Student Ambassadors



La Puente Valley Regional Occupational Program

Monthly Activities Calendar

“To be a great champion you must believe you are the best. If you’re not, pretend you are.”

Muhammad Ali

JANUARY

Administration

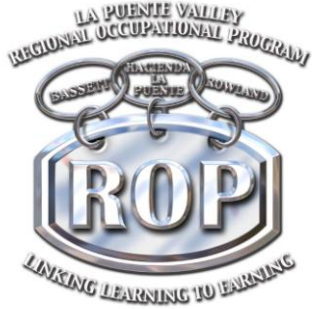
- Schedule classroom visitations for superintendent & assistant superintendent
- Review high school Master Schedule and check on anticipated second semester enrollment and implement recruitment efforts where needed
- Distribute Spring flyers to local libraries, EDD, recreation departments, & residents
- Prepare for Spring registration
- Develop spring bus schedule
- Check attendance status on a daily basis for first 2 weeks of classes
- Continue planning 2010-11 course offerings
- Attend Joint Board Orientation Meeting
- Provide 10-11 budget timeline
- Submit 2010-11 goals and objectives to Joint Board of Trustees
- Conduct/participate in new teacher orientation
- Schedule audit presentation to board
- Begin student follow-up survey
- Plan for student recognition; solicit student recognition nominations
- Distribute budget development packets to supervisors and department heads
- Schedule class observations for February
- Meet with principals and administrative staff to finalize course offerings for 2010-11 and summer 2010
- Revise/update course outlines

Instructors

- Attend New Instructor Orientation
- Attendance is mandatory for all new instructors
- Schedule student opinion survey for your class
- Turn in request for certificates
- Include drop codes for students not continuing 2nd semester on AIM information
- Turn in completed student exit forms
- Retain ITPs in file for one year
- Turn in your signed offer of employment before spring session begins
- Verify that Spring semester student enrollment forms and Privacy Notice/Student Consent forms are filled out by students, check for errors, and turn in at end of first class session Contact your Program Manager ASAP for assistance if your daily attendance is below the required minimum
- Turn in classroom safety inventory sheet
- Conduct Job Hunt Portfolio instruction
- Receive “instructional budget worksheets”
- Submit Student Recognition nominee names to Guidance Specialist
- Attend Spring In-Service –
Attendance is mandatory for all instructors – TBA

Guidance Specialists

- Promote ROP through media, bulletin, flyers and high profile efforts
- Conduct classroom presentations
- Plan for fall class marketing and assisting site guidance teams
- Consult with program managers regarding class updates
- Assist with registration at the Ed Center
- Schedule and implement weekly ROP Activities
- Meet with Student Ambassadors
- Packets to teachers for Student Recognition
- Complete school site activities as assigned
- Attend counselor/guidance meetings as appropriate
- Get Student Recognition nominee names from teachers



**La Puente Valley
Regional Occupational Program**
Monthly Activities Calendar

Spring In-Service

FEBRUARY

Administration

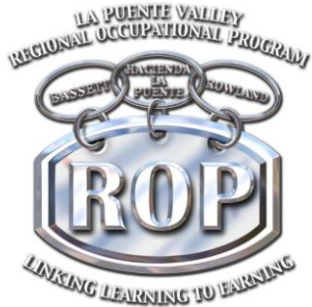
- Attend Spring staff in-service
- Attendance is mandatory
- Schedule classroom visitations for superintendent & assistant superintendent
- Monitor class enrollments and make recruitment, cancellation, or other program adjustments
- Remind instructors of advisory committee meetings and membership requirements
- Follow-up on advisory meetings and plan for make-up meeting
- Schedule classroom observations for March/April
- Program Managers review/approve teacher budgets
- Accounting Department to prepare draft overhead budget
- Revise/update course outlines
- Conduct new teacher orientation
- Present final Summer School course offerings to Board
- Complete student follow-up survey

Instructors

- Attend New Instructor Orientation
- Attendance is mandatory for all new instructors
- Turn in your community class start date the week before you begin CC
- Turn in Student Locator Form after students are placed in CC site
- Turn in Fall session student files for NA and CEU classes
- Celebrate CTE
- Turn in classroom safety inventory sheet
- Plan sexual harassment student training for new second semester students
- Submit proposed 2010-2011 budget to supervisors
- Incorporate ROPERS into daily lesson plans
- Attend regional advisory committee meetings
- Assist in completion of Student Recognition nominations

Guidance Specialists

- Promote ROP through media, bulletin, flyers and campus activities
- Conduct classroom presentations
- Assist instructors with student recognition nominations
- Complete school site activities as assigned
- Attend counselor/guidance meetings as appropriate
- Conduct weekly ROP activities
- Meet with Student Ambassadors
- Assist with registration at school sites for Summer School and for 2010-11
- Visit middle schools to share information on ROP
- Prepare students for Student Recognition interviews



La Puente Valley Regional Occupational Program

Monthly Activities Calendar

2010-11 Course
Offerings to
Board for Approval

MARCH

Administration

- Schedule classroom visitations for Superintendent & Assistant Superintendent
- Program Managers submit approved teacher budgets with ADA estimations
- Business Department to complete program and overhead budget
- Continue planning for student recognition
- Present final 2010-11 course offerings to board
- Determine Summer School offerings
- Plan for Star testing
- Conduct classroom observations and submit reports
- Present 2nd Interim to board as of 1/31/10
- Print summer class schedules. Distribute to local libraries, EDD, recreation departments, residents
- Revise/update course outlines
- Send safety check for/to instructors
- Attend WASC Meeting
- CDE 21
- CDE 101-E2 Due

Instructors

- Turn in Student Recognition nominations
- Maintain accurate attendance and competency tracking (ITPs)
- Turn in classroom safety inventory sheet
- Schedule sexual harassment student training for new second semester students
- Incorporate ROPERS and CTE standards into daily lesson plans
- Review prepared proposed program and department budgets for FY 10-11 with supervisors
- Attend WASC Meeting

Guidance Specialists

- Promote ROP through media, bulletin, flyers and campus activities
- Work on Student Recognition
- Attend Spring Parent Conference Night
- Meet with Student Ambassadors
- Schedule and conduct a weekly ROP activity
- Complete school site activities as assigned
- Attend counselor/guidance meetings as appropriate
- Assist with registration at school sites for Summer School and for 2010-11
- Visit middle schools to share ROP information
- Participate in 1st and 2nd round interview process at Ed Center



La Puente Valley Regional Occupational Program

Monthly Activities Calendar

Spring Break

Student Recognition

April 28

APRIL

Administration

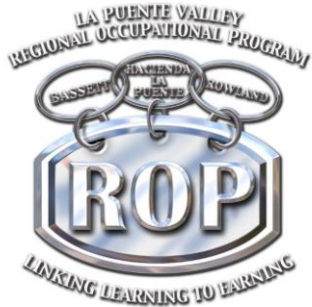
- Schedule classroom visitations for Superintendent & Assistant Superintendent
- Adopt school calendar
- Complete classroom observations and submit forms
- Schedule subject-area advisory committee meetings not held in Fall
- Finalize program & departmental budgets and requests for special purchases
- Finalize FY 2010-11 class offerings
- ADA estimation for 2010-11 to be reviewed
- Business Department to finalize 2010-11 draft budget
- Nominate instructor and classified employee of the year
- Schedule instructor evaluations for May
- Conduct new course advisory committees
- Hold Safety Committee Meeting
- Attend Student Recognition Ceremony
- Revise/update course outlines
- Safety drills
- ADA due to districts

Instructors

- Keep attendance and competency tracking (ITPs) up-to-date
- Involve your advisory committee in promoting ROP
- Nominate instructor and classified employee of the year
- Turn in classroom safety inventory sheet
- Conduct earthquake drill
- Incorporate ROPERS and CTE standards into daily lesson plans
- Attend Student Recognition Ceremony – April 28th – Expo Center

Guidance Specialists

- Conduct recruitment activities for summer session
- Promote ROP through media, bulletin, flyers, and campus activities
- Prepare Student Survey
- Attend and participate in Student Recognition Ceremony
- Schedule and conduct a weekly ROP activity
- Meet with Student Ambassadors
- Recruit new Student Ambassadors
- Attend counselor/guidance meetings as appropriate
- Assist with registration at school sites for Summer School and for 2010-11
- Visit middle schools to share information on ROP



La Puente Valley Regional Occupational Program

Monthly Activities Calendar

“The secret of joy in work is contained in one word – excellence. To know how to do something well is to enjoy it.”

Pearl Buck

MAY

Administration

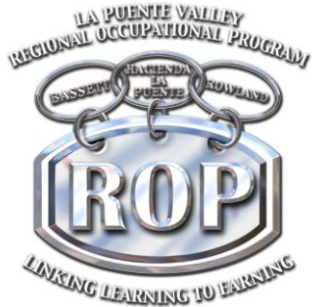
- Schedule classroom visitations for Superintendent & Assistant Superintendent
- Plan Summer registration
- Distribute offers of employment for Summer session
- Update planning calendar for new year
- Complete instructor evaluations
- Prepare Spring student opinion survey
- Conduct adult student income survey
- Present FY 2010-11 tentative budget to board
- Publish notice on public hearing on the budget
- Revise/update course outlines
- Leadership Team to review 2010-11 tentative budget
- Attend WASC Meeting
- SC draft WASC report
- Inventory

Instructors

- Schedule Spring student opinion survey for your classes
- Turn in certificate requests
- Encourage students to recruit for your class
- Turn in classroom safety inventory sheet
- Incorporate ROPERS and CTE standards into daily lesson plans
- Attend WASC Meeting
- Attend Summer School orientation

Guidance Specialists

- Continue Summer session recruitment and registration activities
- Promote ROP through media, bulletin, flyers and campus activities
- Prepare ROP flyer for summer mail
- Administer student surveys
- Schedule and conduct a weekly ROP activity
- Meet with Student Ambassadors
- Select new Student Ambassadors; hold orientation
- Complete school site activities as assigned
- Attend counselor/guidance meetings as appropriate
- Visit middle schools to share information about ROP



La Puente Valley Regional Occupational Program

Monthly Activities Calendar

“A man travels the world over in search of what he needs and returns home to find it.”

George Moore

JUNE

Administration

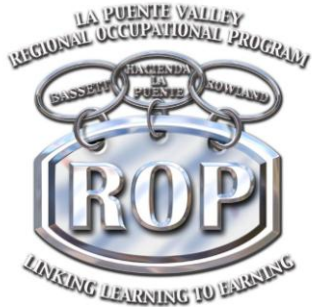
- Check Summer School attendance. Close low enrollment classes after first 3 days
- Complete classified evaluations
- Complete administrative evaluations
- Revise workday calendar
- Plan Fall class schedule
- Attend Summer School orientation
- Complete check-out process for all instructors; submit form to Ed Services
- Submit FY 2010-11 proposed budget to board for adoption
- Hold Safety Committee Meeting
- Plan Fall Staff In-Service
- Revise/update course outlines
- Leadership review of draft WASC report

Instructors

- Include drop codes for all students on AIM
- Turn in student exit forms
- Retain ITPs in file for one year
- Turn in classroom safety inventory sheet
- Turn in equipment and textbook orders for fall classes
- Complete check out process and form
- Turn in your signed offer of employment before Summer session begins
- Verify that Summer School student enrollment forms and Privacy Notice/Student Consent forms are filled out by students; check for errors; turn in at end of first class session
- Contact your program manager ASAP for assistance if your daily attendance is below the minimum of 20
- Incorporate ROPERS and CTE standards into daily lesson plans

Guidance Specialists

- Recruit and register students for Summer session classes
- Promote ROP through media, bulletin, flyers, and campus activities
- Prepare student survey report
- Meet with 2010-11 Student Ambassadors
- Evaluations
- Complete school site activities as assigned
- Attend counselor/guidance meetings as appropriate
- Assist with registration at the Ed Center



La Puente Valley Regional Occupational Program

Monthly Activities Calendar

“From what we get, we
can make a living; what
we give, however, makes
a life.”

Arthur Ashe

JULY

Administration

Have A Great Summer!

- Prepare Activities Calendar for 2010-11
- Prepare for and send reminder to staff to attend Staff In-Service in August
- Collect data for biennial course review
- Finalize and order 2010-11 new class, replacement, and/or upgrade equipment
- Order textbooks and required equipment for new classes
- Print Fall class schedule. Distribute to local libraries, EDD, recreation departments, and residents
- Revise/update course outlines
- Final ADA due to districts

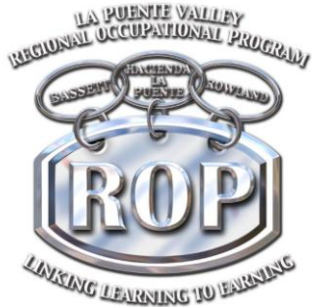
Instructors

Have A Great Summer!

- Turn in your community class start date the week before you begin CC
- Turn in Student Locator form after students are placed in CC site
- Turn in your Spring session student files for NA and CC/CVE classes
- Remember to attend Staff In-Service held in August.
 - Attendance is mandatory
- Turn in classroom safety inventory sheet
- Turn in summer school certificate requests
- Turn in exit forms for all dropped students
- Retain ITPs for CC/CVE classes in file for one year
- Include drop codes for all students on AIM information

Guidance Specialists

Have A Great Summer!



**La Puente Valley
Regional Occupational Program**
Monthly Activities Calendar

Fall In-Service

AUGUST

Administration

- Attend Fall In-Service
 - Attendance is mandatory
- Distribute Fall session offers of employment
- Review position descriptions
- Prepare and conduct Fall registration
- Develop Fall bus schedule
- Plan and conduct new instructor orientation meetings
- Complete preparations for school year 2009-10
- Submit biennial course review data to board and CDE
- Schedule goal-setting review meetings for September
- Prepare for advisory meetings.
- Prepare for articulation meetings.
- Join CAROCP
- Join Educational Bridge Foundation
- Press release – highlight new classes
- Revise/update course outlines

Instructors

- Attend Fall In-Service
 - Attendance is mandatory
- Attend New Instructor Orientation Meeting
 - Attendance is mandatory for all new instructors
- Turn in exit forms for all dropped students
- Retain ITPs for CC/CVE classes in file for one year
- Turn in Summer session student files for CNA
- Turn in classroom safety inventory sheet
- Join CAROCP
- Join Educational Bridge Foundation

Guidance Specialists

- Attend business days
- Assist school counselors with enrollment and registration materials
- Prepare and distribute promotional materials including class flyers, brochures
- Conduct Fall registration – Ed Center
- Revise community resource materials
- Join CAROCP
- Join Educational Bridge Foundation
- Submit bulletins and plan weekly activities to increase ROP awareness on campus
- Recruit and advise students for Fall classes
- Introduce yourself to staff, teachers at your site
- Post work hours at your office or career center
- Post ROP materials where appropriate
- Request print materials from the Ed Center
- Work with teachers to identify potential Student Ambassadors
- Update emergency contact information