



## 2019-2020 Opening School Checklist

July 2019			
Date	What	Point of Contact	Link
July 8	Confirm allotments being paid out of consolidated funds.	Belinda Walters-Brazile	<a href="#">Positions Paid Out of Consolidated Funds</a>
July 8	Confirm position conversions.	Belinda Walters-Brazile	<a href="#">Principal Allotment Conversion Request</a>
July 8	Upload your school staff handbook to your Schoology shell.	Principal	NA
July 12	Update school website (back-to school info, registration info, etc.).	Principal	<a href="mailto:scoviello@marietta-city.org">scoviello@marietta-city.org</a>
July 15	Update finance documents (signature cards, safe codes).	Erin Franklin	<a href="#">Authorized Account Signers</a> <a href="#">School Safe Access</a>
July 24	Submit local school critical days.	Belinda Walters-Brazile	<a href="mailto:bwalters-brazile@marietta-city.org">bwalters-brazile@marietta-city.org</a>
July 26	Finalize master schedule.	Principal	<a href="#">Professional Qualifications - Guidelines</a>
July 31	Submit all requested supplements (academic, athletic, support roles, etc.).	Rodolph Fogue	<a href="mailto:rfogue@marietta-city.org">rfogue@marietta-city.org</a>
July 31	Submit school safety plan and review with school staff.	Chuck Gardner	<a href="#">School Safety Contact List</a>
July 31	Review school level bus procedures with Director of Transportation.	Kimberly Ellis	<a href="mailto:kellis@marietta-city.org">kellis@marietta-city.org</a>
July 31	Submit school events calendar.	Susan Coviello	<a href="mailto:scoviello@marietta-city.org">scoviello@marietta-city.org</a>
August 2019			
Date	What	Point of Contact	Link
August 1	K-8 Count Days.	Kerri McDougal	Email from <a href="mailto:kmcdougal@marietta-city.org">kmcdougal@marietta-city.org</a>
August 2	Right to Know Letter posted on school website.	Principal	<a href="#">Professional Qualifications – Guidelines</a> <a href="#">Right to Know Letter Template</a>
August 5	MHS: Complete Day 3 Count.	Kerri McDougal	<a href="#">10 Day Count Instructions</a> <a href="#">Sample 10 Day Count Spreadsheet</a> <a href="#">Short Form Count Day 3</a>
August 8	MHS: Complete Day 6 Count.	Kerri McDougal	<a href="#">10 Day Count Instructions</a> <a href="#">Sample 10 Day Count Spreadsheet</a> <a href="#">Short Form Count Day 6</a>

<b>August 2019 (continued)</b>			
<b>Date</b>	<b>What</b>	<b>Point of Contact</b>	<b>Link</b>
August 14	MHS: Complete Day 10 Count.	Kerri McDougal	<a href="#">10 Day Count Instructions</a> <a href="#">Sample 10 Day Count Spreadsheet</a> <a href="#">Short Form Count Day 10</a>
August 15	Submit all fall fundraiser events/dates.	Lynne Williams	<a href="mailto:lynnewilliams@marietta-city.org">lynnewilliams@marietta-city.org</a>
August 16	Complete local school contact list.	Belinda Walters-Brazile	<a href="#">Local School Contact List</a>
August 23	20 Day letters sent home.	Principal	<a href="#">Professional Qualifications – Guidelines</a> <a href="#">20 Day Letter Template</a>
August 23	Complete position control.	Paula Smith Vicki Piedmont	<a href="#">TalentEd User's Manual</a> <a href="mailto:psmith@marietta-city.org">psmith@marietta-city.org</a> <a href="mailto:vpiedmont@marietta-city.org">vpiedmont@marietta-city.org</a>
August 30	Confirm evaluators for TKES/LKES.	Tamika Spirling-Brooks	Aspen Login: <a href="https://ga-marietta.myfollett.com/aspden/logon.do">https://ga-marietta.myfollett.com/aspden/logon.do</a>
August 30	Complete Compliance Acknowledgement. Email sent to all employees from HR.	Rodolph Forgue	<a href="mailto:rforgue@marietta-city.org">rforgue@marietta-city.org</a>
August 30	Submit PTA/SGT meeting schedule.	Susan Coviello	<a href="mailto:scoviello@marietta-city.org">scoviello@marietta-city.org</a>
August 30	Post PTA/SGT meeting schedule on school website.	Principal	NA
<b>September 2019</b>			
<b>Date</b>	<b>What</b>	<b>Point of Contact</b>	<b>Link</b>
September 3	Sign job description – all staff.	Mary Rhodes	<a href="mailto:mrhodes@marietta-city.org">mrhodes@marietta-city.org</a>
September 3	Sign job supplement(s) – all staff.	Rodolph Forgue	<a href="mailto:rforgue@marietta-city.org">rforgue@marietta-city.org</a>
September 3	Submit SIP, Charter, Intent and Statement, Assessment Plan.	Belinda Walters-Brazile	<a href="mailto:bwalters-brazile@marietta-city.org">bwalters-brazile@marietta-city.org</a>
September 13	Complete TKES/LKES orientation – all staff.	Tamika Spirling-Brooks	<a href="#">TKES/LKES Platform</a>
September 13	Complete face-to-face Mandatory Reporter and Suicide Protocol Training with all staff. Counselors will provided the training.	Jeffrey Mosley	NA
September 30	Send SGT Website Template information.	Brittney Wilson	<a href="#">SGT Website Template Information</a>
September 30	Submit budget for Local School Funds.	Erin Franklin	<a href="#">Budget Local School Funds – All Schools</a>
September 30	Submit budget for Consolidated Funds.	Erin Franklin	<a href="#">Budget Template Consolidated Funds – Elementary</a> <a href="#">Budget Template Consolidated Funds – MSGA &amp; MMS</a> <a href="#">Budget Template Consolidated Funds – MMS &amp; PLC</a>
September 30	Submit budget for General Funds.	Erin Franklin	<a href="#">Budget Template General Funds – MCAA</a> <a href="#">Budget Template General Funds – West Side</a>