

Staff Calendar School Year 2019-2020

July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>1</div> <div><div>2598</div></div>	<div>Draft 10.26.18</div>	<div>3</div>	<div>41</div> <div><div>Send out returning acceptance letters</div></div>	<div>52</div> <div><div>Payday</div></div>	<div>63</div>	<div>74</div> <div><div>4th of July Holiday</div></div>
<div>85</div>	<div>96</div>	<div>107</div>	<div>118</div> <div><div>12:30 Policy Council Mtg</div><div>Time Sheet Due by noon</div></div>	<div>129</div>	<div>1310</div>	<div>1411</div>
	<div>NHSA Manager and Directors Academy/Early Childhood Innovation Summit- Louisville, KY</div>					
<div>1512</div>	<div>1613</div>	<div>1714</div>	<div>1815</div> <div><div>Children enrolled in ChildPlus Complete Family Calendar</div></div>	<div>1916</div> <div><div>12:30 Policy Council Mtg</div><div>Payday</div></div>	<div>2017</div> <div><div>All eligible acceptance letters sent</div></div>	<div>2118</div>
<div>2219</div>	<div>2320</div>	<div>2421</div>	<div>2522</div>	<div>2623</div> <div><div>1:00 Policy Council Mtg</div><div>3:30 RMDC Board Mtg</div><div>Time Sheet Due by noon</div></div>	<div>2724</div>	<div>2825</div>
<div>2926</div>	<div>3027</div>	<div>3128</div>	<div>29</div>	<div>30</div> <div><div>1:00 Policy Council Mtg</div><div>3:30 RMDC Board Mtg</div></div>	<div>31</div>	

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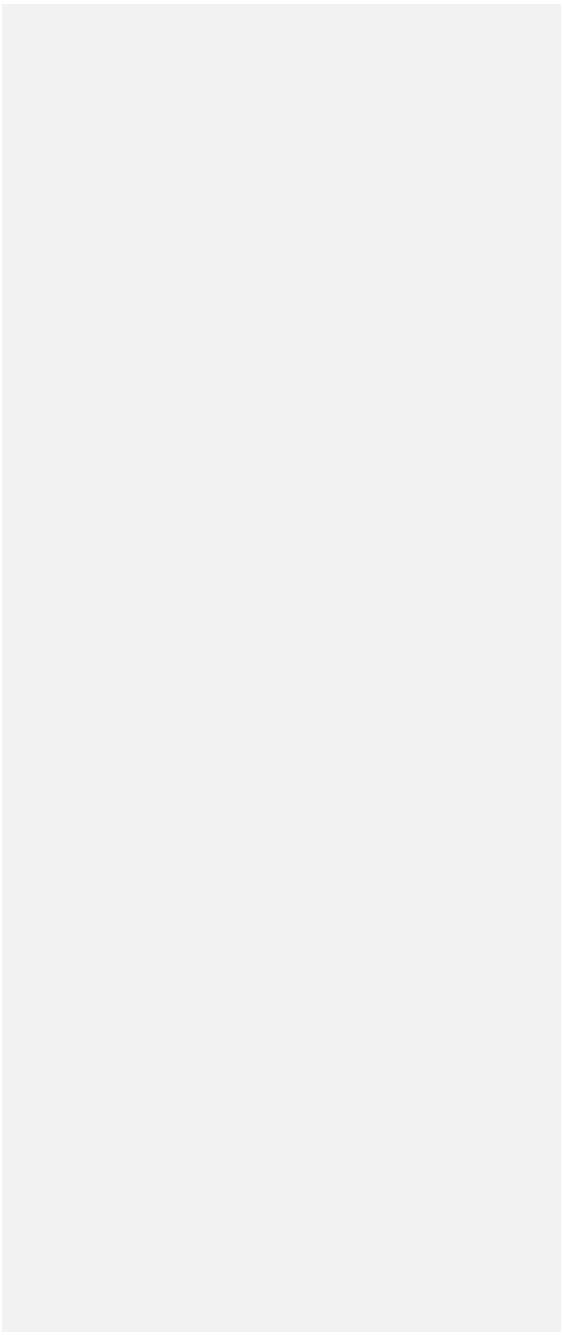
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Staff Calendar School Year 201987-2020198 August

August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Draft 144/13/187.25.1811/22/2017	Ed Coordinators and FCP Manager return July 30 ^{1st}	Carroll College Job Fair 1-2 @ Lower level of the Campus Center	Family Advocates Return	Payday		
456	567	678	789	1098	11109	121110
	Family Advocates Return Support Staff Returns Family Advocates Return Health/Nutrition Manager Return (part time) 3:40 Early Childhood Coalition Mtg		9:00 Leadership Team Mtg Children enrolled in Child Plus	Prep Prep Acceptance Classroom Information Letters mail on the 10th Menu's, TNT, Early Years printed and ready for ICV packets Time Sheet Due by noon	Acceptance Letters Classroom Information sent out Mailed Support Staff Return 9:45-10:45 Home Visiting Task Force	
	Summer Institute - Radisson - Helena MT - August 7 th - 9:10 th	Family Engagement Conference - Helena		Creative Curriculum/Teaching Strategies Gold Training		
13112	14123	15134	16145	17165	18176	19187
Family Advocate File review this week ----- >	Health/Nutrition Manager Return (full time) FA File Review begins	FA File Review begins Prep Acceptance Letters - mail on the 17 th	Acceptance Letters sent out 9:00 Leadership Team Mtg	Menu's, TNT, Early Years printed and ready for ICV packets FA File Review begins	FA File Review ends Wait list Letters sent out	RMDC Staff Picnic
20198	212019	22210	23221	24232	25243	26254
Noon - Carroll College Job Fair Family Advocate File review this week ----->	FA File Review ends Carroll College Job Fair 1-2 @ Lower level of the Campus Center Support Staff Return Print Class List Ed Staff return from break Classroom set up 1-4 T/FA Staffing (File Review) Teacher/Family Advocate File Review	8-12 RB/HS staff meeting @ Ray Bjork Ed Staff return from break T/FA Staffing (File Review) Classroom set up 12:00 RB/HS staff Lunch @ Ray Bjork (tentative) Classroom Set up Teacher/Teacher Assistants return	9:00 Leadership Team Mtg T/FA Staffing (File Review) Open House Ed Staff return from break Classroom Setup Classroom set up 8-12 Ed Staff Professional Development @ MT Wild	3-4 Ed Staff Professional Development @ MT Menu's, TNT, Early Years printed and ready for ICV packets Classroom Open House 1-4 T/FA Staffing (File Review) Open House Classroom Setup 1:00 Policy Council/Classroom Leaders 3:30 RMDC Board Mtg Time Sheet Due Sheet Due by noon	8-2 All Staff -@St. Peters Hospital Transportation Staff return 2-4 Union Mtg	RMDC Staff Picnic
27265	28276	29287	30298	313029	310	31

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T/TA Teacher Home Visits this week ->	8-4 Ed Staff Professional Development TBA @ Montana WILD	T/TA -Home Visits ICV	9:00 Leadership Team Mtg T/TA Home Visits	1:00 Policy Council/Classroom Leaders	8-4 10 - 4 - Ed Staff Training TBA with Lucy Hart Paulson @ L & C Library	Formatted: Not Highlight
	8-12 Ed Staff Professional Development @ MT Wild WILD			3:30 RMDC Board Mtg	Home Visit Makeup	Formatted: Not Highlight
	Enroll Over Income Children Teacher Home Visits August 27 th and 28 th / Home Visit Makeup 1/2 Day August 29 th			T/TA Home Visit Makeup 8-4 12 - Ed Staff Training @ MT Wild	FCP Connect with Service Partners	Formatted: Not Highlight
				1:00 Policy Council Mtg	9-12:30 CPR/First Aid - Childcare Connections	Formatted: Highlight
				3:30 RMDC Board Mtg		Formatted: Not Highlight
				1:00 Policy 3:30 RMDC Board Mtg		Formatted: Not Highlight
				ICV Makeup in afternoon		Formatted: Not Highlight
				Payday		Formatted: Not Highlight

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Staff Calendar School Year 201897-2020198

September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
321	LABOR DAY HEAD START IS CLOSED 432	First Day for all Children Staggered Entry First Day of School 8-9 Collaborative Clearing House Mtg FA/Management assigned to	654 Staggered Entry 9:00 Leadership Team Mtg FA/Management assigned to classrooms	765 First Day for all Children Start transporting children both ways EM Early Years sent out Time Sheet- Due by noon	876 8-12 Child Find @RBLC 11:00 BSSAT Mtg 9-12:30 CPR/First Aid - Childcare Connections 9:45-10:45 Home Visiting Task Force 9-1:00 CPR/First Aid - Childcare Connections	987
1098 Family Advocates Begin Home Visits ----->	11109 9:008:30 FCP Weekly Mtg 10:30-3 Ed Coordinator Mtg 3:40 Early Childhood Coalition Mtg	121110 8-9 Collaborative Clearing House Mtg	131211 9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 1:15-1:30 FCP Weekly Mtg 1:30-3:00 Resource/Referral Info Sharing	141312 4:30 Policy Council Campaign Informational Mtg Payday	15143 8-10 Classroom data and planning time and PD 10:00 BSSA Team Mtg All Extended Classrooms	161514
17165 Family Advocates Home Visits ----->	18176 9:00 8:30 FCP Weekly Mtg	19187 8-9 Collaborative Clearing House Mtg	2018 9:00-11 Data Sharing Advisory Team 11:15 – 12:45 Mental Health SOS 1:15-1:30 FCP Weekly Mtg	2119 12:30 Policy Council/Classroom Leaders TNT sent out Time Sheet- Due by noon	2222 8-10 Classroom data and planning time and PD 10:30-3:00 – 4:03:30 Ed Staff Mtg PTR YC Training/Tier 3 with Kelly Wilson at First Interstate Bank ?? TBA	2321
2422 Family Advocates Home Visits -----> TPOT Observations ->	2523 9:008:30 FCP Weekly Mtg	2624 8-9 Collaborative Clearing House Mtg	2725 9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 1:15-1:30 FCP Weekly Mtg	2628 1:00 Policy Council/Classroom Leaders 3:30 RMDC Board Mtg Menus sent out Payday	2729 8-10 Classroom data and planning time and PD 8:15 LMC 12-1 bank reader and buddy cop lunch 10:30-3 Education Staff Mtg and Readers Mtg/Buddy Cops/FIB lunch@ Library? All Extended Classrooms CLOSED	3028
2930	30			MT Child Care Licensing Director's Symposium- Bozeman		

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Staff Calendar School Year 2019-2020

October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>1</div> <div>TPOT Observations→ Bank Reader Week ---→ Family Advocates Home Visits→ Classroom Newsletters Sent Out-----→</div>	<div>2</div> <div>8:39:00 FCP Weekly Mtg 10:30-3 Ed Coordinator Mtg MCLP Meeting for MCLP Administration and Coach Fairmont</div>	<div>31</div> <div>8-9 Collaborative Clearing House Mtg 1:15 -3:30 FCP Staff Monthly Mtg</div>	<div>42</div> <div>9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 9:00 Leadership Team Mtg 1:15 1:30 FCP Weekly Mtg</div>	<div>53</div> <div>Classroom Committee Meeting S2H sent out Time Sheet- Due by noon</div>	<div>64</div> <div>8:15 LMC 9:00 BSS Advisory Team Mtg FCP Reach out to Holiday Sponsors 8-12 Child Find @RBLC All-Extended Classrooms OPEN</div>	<div>75</div> <div>Helena/East Helena/Townsend/Boulder/ Whitehall Book Shelf Build 10:30 Townsend Head Start Book Shelf Build</div>
<div>86</div> <div>Family Advocates Home Visits→</div>	<div>97</div> <div>Columbus Day HEAD START PROGRAM IS OPEN 9:00:30 FCP Weekly Mtg 10-3 Ed Coordinator Mtg 3:40 Early Childhood Coalition Mtg</div>	<div>108</div> <div>8-9 Collaborative Clearing House Mtg</div>	<div>119</div> <div>9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 1:15 1:30 FCP Weekly Mtg 1:30-3:00 Resource/Referral Info Sharing</div>	<div>1210</div> <div>5:30-00 Fall Dance/Election Night At The Fall Dance Kleffner Location TBD Ranch (FA/Education Staff required to attend) Early Years sent out 1:00-3:00 FA/AWARE Monthly Staffing Payday</div>	<div>1311</div> <div>8-10 Classroom data and planning time and PD 8-9 Ray Bjork Building Mtg 9:45-10:45 Home Visiting Task Force 11:01:00 BSSAT-Team Mtg All-Extended Classrooms CLOSED</div>	<div>1412</div> <div></div>
				<div>MTHTSA Mtg-Bozeman</div>		
<div>1513</div> <div>Family Advocates Home Visits→</div>	<div>1614</div> <div>9:00:30 FCP Weekly Mtg</div>	<div>1715</div> <div>8-9 Collaborative Clearing House Mtg</div>	<div>1816</div> <div>9:00-11 Data Sharing Advisory Team 11:15 – 12:45 Mental Health SOS 1:15 1:30 FCP Weekly Mtg 2-3 FCP Advisory Team Mtg</div>	<div>45 DAYS</div> <div>All Classrooms CLOSED 8:30-2 LT Training with September Gerety 12:30 Policy Council/Class Leaders Mtg 9-12 CPR/First Aid (as needed) - room 13 Time Sheet Due by noon All Classrooms CLOSED Time Sheet Due by noon</div>	<div>45 DAYS</div> <div>8-10 Classroom data and planning time and PD 10:30-3 All Staff Mtg @ 2 All-Extended Classrooms CLOSED</div>	<div>2119</div> <div>Whitehall/Boulder Classrooms Bookshelf Build 9:00-12:00</div>
				<div>Region 8 Head Start Conference - Billings</div>		
<div>2220</div> <div>Family Advocates Home Visits→</div>	<div>2321</div> <div>9:00:30 FCP Weekly Mtg</div>	<div>2422</div> <div>8-9 Collaborative Clearing House Mtg</div>	<div>2523</div> <div>9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 1:15 1:30 FCP Weekly Mtg</div>	<div>2624</div> <div>Menus sent out 1:00 Policy Council/Class Leaders Mtg 3:30 RMDC Board Mtg</div>	<div>2725</div> <div>TSG Checkpoint 8:15 Calendar Committee Mtg TSG Checkpoint</div>	<div>2826</div> <div>Policy Council/Class Leaders/RMDC Board Leadership Training</div>

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				Payday	8-10 Classroom data and planning time and PD All Extended Classrooms CLOSED	
Family Advocates Home Visits →	<u>29</u>	<u>30</u>	<u>31</u>	<u>30</u>	<u>31</u>	
	Staffing's this week 9:00-28	8-9 Collaborative Clearing House Mtg HALLOWEEN29	9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 9:00 Leadership Team Mtg 11:00 Classroom Leaders Mtg	1:00 Policy Council Mtg 2:00-3:30 PC/CI/Board Training 3:30 RMDC Board Mtg		
	Staffings this week					

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Staff Calendar School Year 2017-2018					November 2017		
Staff Calendar School Year 2017-2018					November 2017		
November 2017					November 2017		
	<u>Staffing's this week</u>		9:00 Leadership Team Mtg 1:15 -1:30 FCP Weekly Mtg	1	2	1	24
				2	3		
53	64	75	86	97	108	119	
Bank Reader Week -----> Classroom Newsletters Sent Out-----> Day Light Savings Ends	9:00-30 FCP Weekly Mtg 1:30-3 Ed Coordinator Mtg	8-9 Collaborative Clearing House Mtg 1:15 -3:30 FCP Staff Monthly Mtg	9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 9:00 Leadership Team Mtg 1:30-3:00 Resource/Referral Info Sharing	Early Years sent out 1:00-3:00 FA/AWARE Monthly Staffing Health/Literacy Night – (FA/Education Staff required to attend) in Classroom Payday	8-9 Ray Bjork Building Mtg 8-10 Classroom data and planning time and PD 9:00 BSSAT Advisory Team Mtg 9:45-10:45 Home Visiting Task Force All Extended Classrooms CLOSED		
				STARS Director Institute Helena			
120	131	141	151	161	171	181	
Veteran's Day	HEAD START PROGRAM IS OPEN 3:40 Early Childhood Coalition Mtg	8-9 Collaborative Clearing House Mtg	9:00-11 Data Sharing Advisory Team 11:15 – 12:45 Mental Health SOS 1:15 -1:30 FCP Weekly Mtg	TNT sent out 12:30 Policy Council/Class Leaders Mtg Time Sheet- Due by noon	Education Staff and Family Advocates are adjusting hours due to Family Conference hours FCP Christmas Wish List due		
				All Classrooms CLOSED for Home Visits EVENING FAMILY CONFERENCES – ALL CLASSROOMS Education Staff/FA's required to attend Transition Paper Work Completed		All Extended Classrooms CLOSED	
					All Extended Classrooms CLOSED Montana Head Start Association Meeting – Helena		

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179	1820	2119	2022	2123	224	235
Thanksgiving Basket Pickup	9:08:30 FCP Weekly Mtg	8-9 Collaborative Clearing House Mtg 12:00 HSAC Mtg Menus sent out	9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 8-10 Classroom Data and Planning time and PD 1:15-1:30 FCP Weekly Mtg All Classrooms CLOSED Payday	1:00 Policy Council 3:30 RMDC Board Mtg Payday THANKSGIVING HEAD START IS CLOSED	8-10 Classroom Data and Planning time and PD 10-3 Ed Staff Mtg All Classrooms CLOSED HEAD START IS CLOSED	
246	257	268	279	3028	29	30
	9:08:30 FCP Weekly Mtg	8-9 Collaborative Clearing House Mtg Time Sheet Due by noon	9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS All Classrooms CLOSED 8-10 Classroom Data and Planning time and PD Time Sheet Due by noon 1:15-1:30 FCP Weekly Mtg	3:30 RMDC Board Mtg THANKSGIVING HEAD START IS CLOSED Time Sheet Due by noon	HEAD START IS CLOSED	

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Staff Calendar School Year 2019-2020

December

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					1 8:15 LMC 8-12 Child Find @ RBLC FCP Checkpoint All Extended Classrooms OPEN	2 Townsend Christmas Stroll
90 DAYS Bank Reader Week -----> Classroom Newsletters Sent Out----->	24 9:08:30 FCP Weekly Mtg 1:30-3 Ed Coordinator Mtg 90 DAYS	53 8-9 Collaborative Clearing House Mtg 1:15 -3:30 FCP Staff Monthly Mtg	64 9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 11:00 Classroom Leaders Mtg9:00 Leadership Team Mtg	75 Early Years sent out S2H sent out 1:00-3:00 FA/AWARE Monthly Staffing Payday	86 8:15 LMC 8-12 Child Find @ RBLC 8-10 Classroom data and planning time and PD 8-9 Ray Bjork Building Mtg 9:45-10:45 Home Visiting Task Force	97 Townsend Christmas Stroll RMDC Holiday Party
108	119 9:08:30 FCP Weekly Mtg 3:40 Early Childhood Coalition Mtg First Interstate Bank Holiday Classroom VisitsField Trips	1210 8-9 Collaborative Clearing House Mtg	1311 9:00-11:00 Bank Cookies Trays Data Sharing Advisory Team 11:15 – 12:45 Mental Health SOS 1:15 1:30 FCP Weekly Mtg 1:30-3:00Resource/Referral Info Sharing	1412 WINTER WONDERLAND EVENT – (All staff required to attend) 12:30 Policy Council/Class Leaders Mtg 3:30 RMDC Board Mtg Time Sheet Due by noon	1513 8-9 Ray Bjork Building Mtg 9:15 LMC 8-10 Classroom data and planning time and PD 10:00 BSSAT Team Mtg9:15 LMC	1614
1517 Bank Field Trips this week	1816 9:08:30 FCP Weekly Mtg	1917 8-9 Collaborative Clearing House Mtg	2018 9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS RBLC Holiday Program Menus sent out 1:15 1:30 FCP Weekly Mtg	2119 1:00 Policy Council/Class Leaders Mtg 3:30 RMDC Board Mtg 9:00-3:00 All Staff and Holiday Potluck – Helena Indian Alliance (breakfast and dessert – tacos)	2220 8-10 Classroom data and planning time and PD 9:00-1:30 All Staff and Holiday Potluck – Helena Indian Alliance (breakfast and dessert – tacos)	2321

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				All Classrooms CLOSED Payday and Time Sheet-Due Sheet Due by noon	All Winter Break — Head Start CLOSED <u>Classrooms Closed</u>	
2224	CHRISTMAS DAY 25-23 No Children - Staff Work Day 😊	CHRISTMAS DAY 25 2624	2725	2826	2927	3028
<u>Winter Break Dec 24th-January 1st</u>						
3129	30Winter Break Dec 22 nd	31				

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Staff Calendar School Year 2019-2020

January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<div>1</div> <div>NEW YEAR'S DAY OBSERVED HEAD START IS CLOSED</div>	<div>2</div> <div>8-9 Collaborative Clearing House Mtg 1:15-3:30 FCP Staff Monthly Mtg NEW YEAR'S DAY OBSERVED HEAD START IS CLOSED</div>	<div>3</div> <div>NEW YEAR'S DAY OBSERVED HEAD START IS CLOSED Staff Returns/Classrooms Open 9:00 Leadership Team Mtg</div>	<div>4</div> <div>Staff Returns/Classrooms Open Kindergarten Registration Begins in Helena Classroom Committee Mtg S2H sent out</div>	<div>5</div> <div>8-9 Ray Bjork Building Mtg 8-12 Child Find @ RBLC</div>	<div>6</div>
<div>7</div> <div>Bank Readers Week -----> Classroom Newsletters Sent Out-----></div>	<div>8</div> <div>9:08:30 FCP Weekly Mtg 1:30-3 Ed Coordinator Mtg Kindergarten Registration Begins in Helena 2:40 Early Childhood Coalition</div>	<div>9</div> <div>8-9 Collaborative Clearing House Mtg 1:15-3:30 FCP Staff Monthly Mtg</div>	<div>10</div> <div>9:00 Leadership Team Mtg 11:00 Classroom Leaders Mtg 11:15 – 12:45 Mental Health SOS 9:00 Leadership Team Mtg</div>	<div>11</div> <div>S2H sent out Early Years sent out 1:00-3:00 FA/AWARE Monthly Staffing Time Sheet Due by noon</div>	<div>12</div> <div>8-9 Ray Bjork Building Mtg 8-10 Classroom data and planning time and PD 10:30-3 Education Staff Mtg 9:45-10:45 Home Visiting Task Force 10:00 BSSAT Mtg meeting</div>	<div>13</div>
<div>14</div>	<div>15</div> <div>9:00 FCP Weekly Mtg MARTIN LUTHER KING DAY – HEAD START IS CLOSED</div>	<div>16</div> <div>8-9 Collaborative Clearing House Mtg</div>	<div>17</div> <div>9:00-11 Data Sharing Advisory Team 11:15 – 12:45 Mental Health SOS 1:15-1:30 FCP Weekly Mtg 2-3 FCP Advisory Team Mtg</div>	<div>18</div> <div>12:30 Policy Council/Classroom Leadership Mtg 2:30-3:30 Policy Council and RMDC Board Joint Meeting RIOT Kick Off Down to Earth Dad presentation @ location TBD</div>	<div>19</div> <div>8-10 Classroom data and planning time and PD 8-12 CPR Class – Staff and Parents</div>	<div>20</div>
<div>21</div>	<div>22</div> <div>MARTIN LUTHER KING DAY – HEAD START IS CLOSED 8:30 FCP Weekly Mtg</div>	<div>23</div> <div>8-9 Collaborative Clearing House Mtg</div>	<div>24</div> <div>9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 1:15-1:30 FCP Weekly Mtg</div>	<div>25</div> <div>1:00- Policy Council Mtg 2:30-3:30 Policy Council and RMDC Board Joint Meeting 3:30 RMDC Board Mtg TNT sent out Menus sent out RIOT Kick Off @ location TBD – (FA/Education Staff required to attend) Time Sheet Due by noon</div>	<div>26</div> <div>8-10 Classroom data and planning time and PD 9:00-3:30 All Staff Mtg @ TBD Staff Celebration 10:00-3:30 Ed Staff Mtg @ TBD</div>	<div>27</div>
					<div>All Extended Classrooms CLOSED</div>	

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		8-9 Collaborative Clearing House Mtg	9:00 Leadership Team Mtg <u>11:15 – 12:45 Mental Health SOS</u> <u>1:15 1:30 FCP Weekly Mtg</u>	<u>1:00 Policy Council/Classroom Leadership Mtg</u> <u>2:30 3:30 Policy Council and RMDC Board Joint Meeting-Payday</u>	8:15 LMC <u>TSG Checkpoint</u>	
		<u>NHSA Winter Leadership Institute- Washington, D.C.</u>				

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Staff Calendar School Year 2017-2018

February

School District #1 Site Mtg this month				<div>1</div> <div>Classroom Committee Mtg</div> <div>S2H sent out</div> <div>2017-2018 Grant</div>	<div>1</div> <div>8-12 Child Find @RBLC</div>	<div>31</div>
<div>42</div>	<div>53</div> <div>9:08:30 FCP Weekly Mtg</div> <div>1:30-3 Ed Coordinator Mtg</div>	<div>64</div> <div>8-9 Collaborative Clearing House Mtg</div> <div>1:15-3:30 FCP Staff Monthly Mtg</div>	<div>57</div> <div>9:00 Leadership Team Mtg</div> <div>11:00 Classroom Leaders Mtg</div> <div>11:15 – 12:45 Mental Health SOS</div> <div>8:00 School District #1 Site Mtg?</div>	<div>86</div> <div>Early Years sent out</div> <div>S2H sent out</div> <div>1:00-3:00 FA/AWARE Monthly Staffing</div>	<div>TSG Checkpoint — TSG</div> <div>8:15 LMC</div> <div>8-10 Classroom data and planning time and PD</div> <div>8-9 Ray Bjork Building Mtg</div> <div>8-12 Child Find @RBLC</div>	<div>108</div>
Bank Readers Week--->	First Interstate Bank Valentine's Day Field TripsStaffing's this Week Classroom VisitsField trips					
<div>119</div>	<div>1210</div> <div>9:08:30 FCP Weekly Mtg</div> <div>3:40 Early Childhood Coalition Mtg</div>	<div>1311</div> <div>8-9 Collaborative Clearing House Mtg</div>	<div>1412</div> <div>9:00 Leadership Team Mtg</div> <div>11:15 – 12:45 Mental Health SOS</div> <div>9:00-11 Data Sharing Advisory Team</div> <div>1:15-1:30 FCP Weekly Mtg</div> <div>1:30-3:00 Resource/Referral Info Sharing</div>	<div>1513</div> <div>1:00-3:00 FA/AWARE Monthly Staffing</div> <div>12:30 Policy Council/ Class Leaders Mtg</div> <div>Payday</div>	<div>1614</div> <div>8-9 Ray Bjork Building Mtg</div> <div>8-10 Classroom data and planning time and PD</div> <div>9:45-10:45 Home Visiting Task Force</div> <div>11:00 BSSAT Mtg</div> <div>8:15 LMC</div> <div>Adjusted Work Hours due to Family Conference</div>	<div>1715</div>
Staffing's this week.....>			<div>Evening Family Conferences – All Classrooms</div> <div>Education Staff/FA's required to attend</div> <div>Transition Paper Work Completed</div>		<div>All Extended Classrooms CLOSED</div>	
<div>1618</div>	<div>19</div> <div>PRESIDENTS' DAY</div> <div>HEAD START IS CLOSED</div>	<div>2018</div> <div>8-9 Collaborative Clearing House Mtg</div> <div>1-3 MPDGLT Mtg</div>	<div>2119</div> <div>9:00 Leadership Team Mtg</div> <div>9:00-11 Data Sharing Advisory Team</div> <div>11:15 – 12:45 Mental Health SOS</div> <div>1:15-1:30 FCP Weekly Mtg</div> <div>Evening Family Conferences – All Classrooms</div>	<div>2220</div> <div>Menus sent out</div> <div>3:30 RMDC Board Mtg</div> <div>Time Sheet Due by noon</div> <div>Education Staff/FA's required to attend</div> <div>Transition Paper Work Completed</div>	<div>2321</div> <div>8-10 Classroom data and planning time and PD</div> <div>10-3 Ed Staff Mtg</div>	<div>2422</div>

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<u>25</u> <u>23</u>	<u>24</u> <u>26</u> <u>9:08:30 FCP Weekly Mtg</u>	<u>25</u> <u>27</u> 8-9 Collaborative Clearing House Mtg	<u>26</u> <u>28</u> 9:00 Leadership Team Mtg <u>11:15 – 12:45 Mental Health SOS</u> <u>1:15 1:30 FCP Weekly Mtg</u>	<u>27</u> <u>1:00 Policy Council /Class Leaders-Mtg</u> <u>1:00 Policy Council/ Class Leaders-Mtg</u> <u>3:30 RMDC Board Mtg</u> <u>Pavday</u>	<u>28</u> <u>All Classrooms CLOSED</u>	<u>29</u>
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Staff Calendar School Year 2017-2018

March

2018

<div>1</div> <div>Job/Hobby Share Month</div>	<div>2</div>	<div>3</div>	<div>4</div> <div>9:00 Leadership Team Mtg 11:00 Classroom Leaders Mtg 11:15 – 12:45 Mental Health SOS</div>	<div>5</div> <div>S2H sent out Time Sheet Due by noon Classroom Committee Mtg S2H sent out</div>	<div>6</div> <div>8-12 Child Find @ RBLC</div>	<div>7</div>
<div>8</div>	<div>9</div> <div>9:08:30 FCP Weekly Mtg 1:30-3 Ed Coordinator Mtg</div>	<div>10</div> <div>8-9 Collaborative Clearing House Mtg 1:15-3:30 FCP Staff Monthly Mtg</div>	<div>11</div> <div>9:00-11 Data Sharing Advisory Team 11:15 – 12:45 Mental Health SOS 9:00 Leadership Team Mtg 9:00 Leadership Team Mtg 1:30-3:00 Resource/Referral Info Sharing</div>	<div>12</div> <div>S2H sent out Early Years sent out 1:00-3:00 FA/AWARE Monthly Staffing RIOT Wrap UP – (FA/Education Staff required to attend) Payday Time Sheet Due by noon</div>	<div>13</div> <div>8-9 Ray Bjork Building Mtg 8-10 Classroom data and planning time and PD 9:45-10:45 Home Visiting Task Force 1:01:00 BSSAT Mtg Team All Extended Classrooms CLOSED</div>	<div>14</div>
<div>15</div> <div>Day Light Savings Begins</div>	<div>16</div> <div>9:08:30 FCP Weekly Mtg 3:40 Early Childhood Coalition Mtg</div>	<div>17</div> <div>8-9 Collaborative Clearing House Mtg</div>	<div>18</div> <div>9:00-11 Data Sharing Advisory Team 9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 9:00-11 Data Sharing Advisory Team 1:15-1:30 FCP Weekly Mtg 1:30-3:00 Resource/Referral Info</div>	<div>19</div> <div>Early Years sent out 1:00-3:00 FA/AWARE Monthly Staffing 1:00 Policy Council Mtg TNT sent out Menus sent out Time Sheet Due by noon</div>	<div>20</div> <div>8-10 Classroom data and planning time and PD 10:00 – 3:30 All Staff All Extended Classrooms CLOSED</div>	<div>21</div>
<div>22</div>	<div>23</div> <div>9:00 FCP Weekly Mtg 10-3 Ed Coordinator Mtg 9:0</div>	<div>24</div> <div>8-9 Collaborative Clearing House Mtg 12:00 HSAC Mtg 1:15-3:30 FCP Staff Monthly Mtg 8-9 Collaborative Clearing House</div>	<div>25</div> <div>9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS Time Sheet Due by noon 9:00</div>	<div>26</div> <div>3:30 RMDC Board Mtg 1:00 Policy Council/ Class Leaders Mtg TNT sent out Menus sent out</div>	<div>27</div> <div>8-10 Classroom data and planning time and PD 10:00-3:30 All Staff Mtg @ TBD All Extended Classrooms CLOSED</div>	<div>28</div>
<div>29</div>	<div>30</div> <div>9:00 FCP Weekly Mtg</div>	<div>31</div> <div>8-9 Collaborative Clearing House</div>	<div>32</div>	<div>33</div> <div>3:30 RMDC Board Mtg</div>	<div>34</div> <div>Boulder Site – Spring Break – no children or staff this day</div>	<div>35</div>
SPRING BREAK – March 30 th - 23 rd through April 3 rd March 29 th April 2 nd – HEAD START IS CLOSED – EXCEPT THE BOULDER						

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Staff Calendar School Year 2017-2018

April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	9:00 Boulder Site — Spring Break — no children or staff this day 10-4 Ed Coordinator Mtg	8-9 Collaborative Clearing House Mtg 1:15-3:30 FCP Staff Monthly Mtg	9:00 Leadership Team Mtg 9:00 Leadership Team Mtg	Classroom Committee Mtg S2H sent out	8-12 Child Find @RBLG 8-10 Classroom data and planning time and PD	
8	9	10	11	12	13	14
5	6	7	8	9	10	11
	9:08:30 FCP Weekly Mtg 10-3 Ed Coordinator Mtg 3:40 Early Childhood Coalition Mtg	8-9 Collaborative Clearing House Mtg	9:00 Leadership Team Mtg 11:00 Classroom Leaders Mtg 11:15-12:45 Mental Health SOS 9:00 Leadership Team Mtg 1:15-1:30 FCP Weekly Mtg 1:30-3:00 Resource/Referral Info Sharing	Early Years sent out S2H sent out 1:00-3:00 FA/AWARE Monthly Staffing 12:30 Policy Council/ Class Leaders Mtg Payday	8-9 Ray Bjork Building Mtg 8-10 Classroom data and planning time and PD 9:45-10:45 Home Visiting Task Force 10:11:00 BSS Boulder site Spring Break Make-Up meeting All Extended Classrooms OPEN/CLOSED	
15	16	17	18	19	20	21
12	13	14	15	16	17	18
Easter The Week of the Young Child is April 16 th through 20 th —————> Reading in the Rotunda this week	9:08:30 FCP Weekly Mtg All Classrooms OPEN Check on week of the young child Boulder site Spring Break Make-Up	8-9 Collaborative Clearing House Mtg 9-11 Reading in the Rotunda	9:00-11 Data Sharing Advisory Team 11:15-12:45 Mental Health SOS 10 & 2 Jane's Story time at Ray Bjork 1:15-1:30 FCP Weekly Mtg	12:30 Policy Council/ Class Leaders Mtg Time Sheet Due by noon	8-10 Classroom data and planning time and PD 10-3 Ed Staff Mtg	
22	23	24	25	26	27	28
19	20	21	22	23	24	25
The Week of the Young Child is April 20 th through 24 th ————-> Reading in the Rotunda this week	9:08:30 FCP Weekly Mtg Boulder site Spring Break Make-Up	8-9 Collaborative Clearing House Mtg	9:00 Leadership Team Mtg 11:15-12:45 Mental Health SOS 1:15-1:30 FCP Weekly Mtg	Menus sent out 1:00 Policy Council/ Class Leaders Mtg 3:30 RMDC Board Mtg Time Sheet Due by noon Payday Friends of Head Start 12 th Annual Extravaganza Payday	TSG Checkpoint Rocky All Staff 8-4 8-10 Classroom data and planning time 10:30-3 Education Staff Mtg (possibly cancelled if RMDC All Staff switched to April All Extended Classrooms CLOSED	

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<u>29</u> <u>26</u>	<u>30</u> <u>27</u>	<u>28</u>	<u>29</u> <div>9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS</div>	<u>30</u> <div>1:00 Policy Council Mtg 3:30 RMDC Board Mtg</div>		
	<u>Staffings All Week if needed</u>					

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Staff Calendar School Year 2019-2020

May

Bank Readers Week---→ Classroom Newsletters Sent Out-----→	Staffing Follow up as needed this week	8-9 Collaborative Clearing House Mtg 1:15-3:30 FCP Staff Monthly Mtg	9:00 Leadership Team Mtg	Classroom Committee Mtg S2H sent out	TSG Checkpoint 41 8:15 LMC Vigilante Day 8-10 Classroom data and planning time and PD FCP Spring Retreat All Extended Classrooms CLOSED Home Visit Day	52
		Staffings All Week if needed				
Check on Spirit of Service	9:08:30 FCP Weekly Mtg 10-3:30 Ed Coord Mtg 3:40 Early Childhood Coalition Mtg	8-9 Collaborative Clearing House Mtg 1:15-3:30 FCP Staff Monthly Mtg	9:00 Leadership Team Mtg 11:00 Classroom Leaders Mrg 11:15 – 12:45 Mental Health SOS 9:00 Leadership Team Mtg 1:15 1:30 FCP Weekly Mtg 1:30-3:00 Resource/Referral Info Sharing	Early Years sent out 1:00-3:00 FA/AWARE Monthly Staffing S2H sent out Payday	TSG Checkpoint 118 8:15 LMC FCP Spring Retreat Vigilante Day 8-10 Classroom data and planning time and PD 8-9 Ray Bjork Building Mtg 9:45-10:45 Home Visiting Task Force 11:00 BSSAT Mtg meeting All Extended Classrooms CLOSED Home Visit Day	129
Staffings this week						
Home Visits →	9:08:30 FCP Weekly Mtg	8-9 Collaborative Clearing House Mtg	9:00-11 Data Sharing Advisory Team 11:15 – 12:45 Mental Health SOS 1:15 1:30 FCP Weekly Mtg	12:30 Policy Council/ Class Leaders Mtg Time Sheet Due by noon	FCP Checkpoint Home Visit Day All Classrooms CLOSED Head Start 1 st annual end of Year Potluck with quick mtg location and time TBD All Extended Classrooms CLOSED Easter	1916

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<div>2017</div> <div>Home Visits →</div>	<div>2118</div> <div>9:08:30 FCP Weekly Mtg</div>	<div>2219</div> <div>8-9 Collaborative Clearing House Mtg</div>	<div>2320</div> <div>9:00 Leadership Team Mtg 11:15 – 12:45 Mental Health SOS 1:15- 1:30 FCP Weekly Mtg</div>	<div>2421</div> <div>TNT sent out Menus sent out 3:30 RMDC Board Mtg Payday</div>	<div>2522</div> <div>10-3 Head Start annual end of Year Potluck/mtg- location and time TBD All Classrooms CLOSED</div>	<div>2623</div>
<div>2724</div> <div>31</div>	<div>2825</div> <div>MEMORIAL DAY HEAD START IS CLOSED</div>	<div>2926</div> <div>8-9 Collaborative Clearing House Mtg</div>	<div>3027</div> <div>LAST DAY FOR CHILDREN Last day for children 2027 9:00 Leadership Team Mtg 4:00 Spring Picnic Helena/EH - (FA/Education Staff required to attend) Time Sheet Due by noon 1:15- 1:30 FCP Weekly Mtg</div>	<div>3128</div> <div>1:00 Policy Council /Class Leaders-Mtg 3:30 RMDC Board Mtg Time Sheet Due by noon Time Sheet Due by noon 5:30</div>	<div>3229</div> <div>Last Day for Family Advocates and Teachers FCP Checkpoint</div>	<div>3330</div>

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Staff Calendar School Year 2019-2020

June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Turn in your time sheet prior to your last work day			1	2
3	41 1st mtg of Self-Assessment team 8-12:30 — 3 Ed Coordinator Mtg Boulder Inventory day	52 Last Day for Children 8-9 Collaborative Clearing House Mtg Boulder Inventory day	63 9:00-11 Data Sharing Advisory Team Inventory Day Transportation Staff Last Day Boulder Staff Spring Break Make-Up Days	74 Payday Inventory Day Classroom Staff Last Day Payday	85 Last Day for Education Managers and office staff 9:45-10:45 Home Visiting Task Force Last Day for Family Advocates	96
107	118 3:40 Early Childhood Coalition Mtg	129	1310	1411 1:00 Policy Council Mtg 12:30 Policy Council Mtg Time Sheet Due by noon	1512 Last Day for Education Managers and office	1613
1714	1815	1916	2017	2118 12:30 Policy Council Mtg Payday	2219	2320
2421	2522	2623	2724	2825 1:00 Policy Council Mtg 1:00 Policy Council Mtg 3:30 RMDC Board Mtg Time Sheet Due by noon	2926	3027
28	29	30				

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