

PLANNING CALENDAR

MOTHER MARY LANGE CATHOLIC SCHOOL

19-20 SCHOOL YEAR *

SEPTEMBER, 2019

OCTOBER, 2019

Oct. 14 Faculty/Staff Meeting at Sts. James and John 3:15 pm

Oct. 14 Parent Meeting at St. Francis Xavier 6 pm

Oct. 17 Faculty/Staff Meeting at Holy Angels 4:15/4:30 pm

Oct. 17 Parent Meeting at Holy Angels 6 pm

Oct. 23 Groundbreaking Ceremony

NOVEMBER, 2019

Construction begins

DECEMBER, 2019

Development of Staffing Model(s) based on projected enrollment scenarios

Development/Identification of Job Descriptions that includes criteria for school faculty/staff.

JANUARY, 2020

Formation of a Principal Search Committee

Posting of Principal Position

FEBRUARY, 2020

Principal Search Process begins.

MARCH, 2020

Principal Search Committee process proceeds.

APRIL, 2020

Principal Search Committee process proceeds.

MAY, 2020

Selection of Principal announced.

Faculty/Staff (Holy Angels and Sts. James and John) complete the initial Intent to Apply Forms.

NOTE: Operation Teach teachers will not be hired at Holy Angels or Sts. James and John for 20-21 because of the required two-year commitment.

JUNE, 2020

JULY, 2020

Principal begins – Summer of 2020. (as early as 07.01)

Combined (Holy Angels and Sts. James and John) Student Retreat

Combined (Holy Angels and Sts. James and John) HSA (Home and School Association) Meeting

Combined Family Fun Event

AUGUST, 2020

***Add monthly parent and current staff communication/update.**

20-21 SCHOOL YEAR ***SEPTEMBER, 2020**

Faculty/Staff complete the official Intent to Apply Form and provide any designated materials.

Selection by principal of the Enrollment/Advancement Director.

Existing Students complete the Intent to Attend Form for MMLCS in 21-22.

New Student Application window opens (for the 21-22 School Year).

School Admin/Enrollment System activated.

OCTOBER, 2020

First Round - Faculty/Staff Interviews by Principal & Interview Committee. Observations by Principal.

Existing Students complete the Intent to Attend Form for MMLCS in 21-22.

Bi-monthly field trip experience for students from Holy Angels and Sts. James and John.

NOVEMBER, 2020

Selection process for Faculty/Staff (one teacher per grade level, 4 teacher assistants) and designated faculty/staff positions in special areas (e.g. Music, Art, P.E., etc.)

DECEMBER, 2020

Bi-monthly field trip experience for students from Holy Angels and Sts. James and John.

JANUARY, 2021

Notify staff/faculty of their selection in First Round.

Notify staff/faculty that they are still under consideration for the Second Round.

Notify staff/faculty selected that they are no longer under consideration.

Determine any remaining vacant positions from the First Round.

FEBRUARY, 2021

Projection of student enrollment.

Consideration of existing staff/faculty still under consideration for known positions in Second Round.

Posting for vacant staff/faculty positions.

Existing students and families complete the official 21-22 Intent to Return/Attend Form.

The Enrollment/Advancement Director will work closely with families to meet deadlines before the seat opens up to a new student.

Begin to notify new students and families of their acceptance for a vacant seat.

Bi-monthly field trip experience for students from Holy Angels and Sts. James and John.

MARCH, 2021

Continue rolling acceptance of new students for vacant seats.

APRIL, 2021

Bi-monthly field trip experience for students from Holy Angels and Sts. James and John.

MAY, 2021**JUNE, 2021**

FACULTY RETREAT, FACULTY/STAFF TRAINING

JULY, 2021

FACULTY/STAFF TRAINING, STUDENT SESSIONS

AUGUST, 2021

STUDENT SESSIONS

2021-2022 SCHOOL YEAR**AUGUST -SEPTEMBER, 2021**

TEACHER WORKDAYS, FIRST DAY OF SCHOOL – OPENING OF MOTHER MARY LANGE CATHOLIC SCHOOL