## 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.*
### 2020-21 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

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### 2021-2022 SCHOOL YEAR

**AUGUST - SEPTEMBER, 2021**

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