

Government Programs Checklist for Principals
Christian V. Riso, Assistant Superintendent of Government Services

As you begin the new school year, please use the following checklist as a way to keep track of tasks related to the requirements for the government programs at your school. If you have any questions regarding government programs or regulations please contact me at 716-847-5511.

<u>Task</u>	<u>Task Due Date</u>
1. Complete a written 2024-2025 Professional Development Plan based on identified faculty and school needs.	<u>6/14/24</u>
2. Compile Mandated Services Paperwork for 2023-2024 School year and complete the Days, FTEs, and Participation on personalized Diocesan Excel Form (salaries/benefits can wait until Sept).	<u>7/24/24</u>
3. Textbooks have been ordered through students' home school district or via BOCES.	<u>7/24/24</u>
4. Encourage Cafeteria manager to attend annual Diocesan meeting at Cardinal O'Hara High School on 8/5 at 9:00am.	<u>7/24/24</u>
5. Last date to submit for NYS MST grant reimbursement .	<u>8/1/24</u>
6. Title I services or materials have been decided upon through collaboration with the school district of school location and with other districts with Title I eligible students. Funding for services is based on lists of students from each school district who qualify for free/reduced lunch or similar formula.	<u>8/12/24</u>
7. New cafeteria managers will participate in the NYS Child Nutrition Webinars available online via the Child Nutrition Website , as needed. Also, cafeteria managers will attend " Managing Your Child Nutrition Program Workshop " at Erie 1 BOCES, if offered.	<u>Dates Vary</u>
8. The school districts have been notified on how your Title IIa Professional Development funds are going to be used . This may be by indicating that no more than \$2,700 will be used to join the Title IIa Shared Services Group through Erie 1 BOCES or that you want some funds spent through NYSCIRS.	<u>8/12/24</u>
9. NYS SIRS Data (Testing and Student Info) are verified by viewing the L2RPT reports - Reasonableness Report (SIRS-401); Annual Assessment At-A-Glance Report (SIRS 405); Annual Outcomes Reports for High Schools/Regents: (SIRS-307 to 310); HS Career Pathways Verification Summary Report (SIRS-335); NYSITELL Summary Report (SIRS-104); Tested/Not Tested Confirmation Reports (SIRS-301 and SIRS-302) and Unique Identifier Audit System Summary Report (SIRS-701). Send any corrections needed to the RIC by this date:	<u>8/16/24 (est.)</u>

<u>Task</u>	<u>Task Due Date</u>
10. Meet with your public school district of location to discuss and sign the "2024-2025 Written Affirmation of LEA Consultation with Private School Officials" form for their Consolidated Application, which shows your school's Title I, Title IIa, Title III, & Title IV allocations for 2024-25. Other Districts will only cover Title I.	<u>8/19/24</u>
11. Make a copy of your <u>complete</u> and <u>signed</u> "Written Affirmation of LEA Consultation" forms (see #10) for your files & send a copy to Chris Riso.	<u>8/19/24</u>
12. The school's Asbestos Management Plan is available in the school office for anyone to look at. This is a public document.	<u>8/26/24</u>
13. Comprehensive Attendance Policy (CAP- Click here for link to CAP Law) must be in writing. The parents receive a summary of the policy, which can be part of the Parent Handbook. Once the school year starts, the policy is implemented.	<u>8/26/24</u>
14. Students that are academically eligible for Title I services that are paid for by the public school districts are set to receive services in your building starting 9/3/24. The involved school districts have been sent a list of these students.	<u>8/26/24</u>
15. Textbooks have arrived. For orders placed through Erie 1 BOCES, you have notified them using the online verification system. For orders placed through Buffalo or other districts not part of Erie 1 BOCES, you have contacted the district to tell them the full order has been received, either via computer or mail.	<u>8/26/24</u>
16. Schools with 7 th & 8 th grade: If you do not offer separate Technology Education, Home & Career Skills, and Library & Information Skills classes you must have "Documentation of Integration of Required Instruction in 7th & 8th Grade" (DIRI) to show where those subjects are covered elsewhere in the curriculum. Template available. Needed for Mandated Services.	<u>8/26/24</u>
17. Verify all Teachers, Coaches, and Staff members are in compliance with Safe Environment before coming in contact with students.	<u>8/26/24</u>
18. The National Catholic Educational Association (NCEA) form must be completed <u>based on 9/13/24 attendance</u> & returned to the Department of Catholic Schools by 9/30/24.	<u>9/13/24 & 9/30/24</u>
19. Check on Computer Hardware Aid to see if it is available through district of location. <u>Spend these funds as soon as they are made available.</u>	<u>9/25/24</u>
20. Library & Computer materials ordered through district.	<u>9/25/24</u>
21. Review NYS Teaching Certificates of new staff.	<u>9/25/24</u>
22. School Safety Plan review has been completed (or updated) and the Faculty and Staff have been notified of any changes.	<u>10/1/24</u>
23. Principals should consider attending the 10/11/24 CSSANYS Gathering and RISE Conference taking place in Albany from 11/12/24-11/13/24.	<u>10/1/24</u>

<u>Task</u>	<u>Task Due Date</u>
24. The Basic Educational Data Systems (BEDS) form must be completed <u>based on 10/2/24 attendance</u> and must be <u>submitted to NYSED</u> using the online portal with a copy to the Department of Catholic Schools by 11/12/24.	<u>10/2/24 & 11/12/24</u>
25. Mandated Services information from the 2023-2024 school year is collected and organized using <u>forms provided by the Diocese</u> .	<u>10/28/24</u>
26. Title I - A list of students who qualify for free/reduced lunch (<u>or similar poverty formula</u>) has been sent to <u>each</u> public school district to establish 2025-2026 Title I funding.	<u>11/1/24</u>
27. Consult with the Public School District of Location and determine which <u>Pathway you will choose for Substantial Equivalency by Dec. 1 deadline</u> .	<u>11/18/24</u>
28. A fire inspection report is completed after July 1 but before December 1 by your local fire department.	<u>12/1/24</u>
29. <u>NYSED "Non-Public School Fire Safety Report"</u> is uploaded to the NYSED Business Portal.	<u>12/9/24</u>
30. Title I – <u>Begin consultation with the school district of school location for 2025-2026 Title I services</u> .	<u>3/1/25</u>
31. All Textbook funds available through students' home school districts have been spent.	<u>3/1/25(Est.)</u>
32. Student Busing has been arranged with school districts.	<u>3/13/25</u>
33. <u>Mandated Services Claim for 2023-2024</u> is sent to NYSED using their <u>online Business Portal</u> .	<u>3/31/25 (Est.)</u>
34. K-8 Schools Only: <u>Request reimbursement for AIS</u> .	<u>3/31/25</u>
35. Request reimbursement for approved expenses covered under the <u>Nonpublic School Safety Equipment Funding law (NPSE)</u> .	<u>3/31/25</u>
36. <u>Student deadline to request Busing from school districts</u> .	<u>4/1/25</u>
37. <u>Deadline for Parents of students with IESPs to request Special Education services</u> from public school district.	<u>6/1/25</u>
38. Complete a <u>written 2025-2026 Professional Development Plan</u> based on identified faculty and school needs.	<u>6/13/25</u>
39. Compile <u>Mandated Services Paperwork for 2024-2025 School year</u> and and complete the Days, FTEs, and Participation on personalized Diocesan Excel Form (salaries/benefits can wait until Sept).	<u>7/23/25</u>
40. Last date to submit for <u>NYS MST grant reimbursement</u> .	<u>8/1/25 (Est.)</u>
41. <u>NYS SIRS Data (Testing and Student Info) are verified by viewing L2RPT</u>	<u>8/8/25</u>