

## **ESY Condensed Time Table:**

**P = Plum, G = Grade Point**

April 30	Sign and return contract -- P
April 30	Issue all required tax forms – P
May 1	Provide pack (student schedules, name tags, parent information sheet, etc. to district – G
May 15	Deadline for mailing packets to parents -- P
June 1	District notifies Grade Point of additional staff needed beyond 6 paras and 5 classrooms -- P
June 1	Invoice to district (1/2) -- G
June 10	Provides information sheets, class assignments, class rosters, IEP goals to Grade Point – P
June 15	½ payment is due -- P
June 25	Deadline for notifying parents of transport. – P
July 1	Present final invoice for payment – G
July 15	Final payment is due – P
August 2	Progress reports to district – G

## **Additional Info for District to Prepare**

\_\_\_\_\_ Notify Pivik and custodial of the following:

In-service June 30 and July 1

Building needs opened June 30, July 1, and July 7-31 at 7:10 a.m. until 11:45 a.m.

Custodial staff to stock bathrooms during this time

Custodial staff to prepare chairs and leave them up in cafeteria on July 27 for children's program on July 28, rehearsal of event on July 29, and parent event on July 30.

Principal to allow access to a.v. equipment in cafeteria on July 28, 29, and 30.

Principal to provide copy code and availability of laminating

\_\_\_\_\_ Seek and secure transportation bids including transportation to and from school for students on July 7-31 and one additional van on July 11, 18, 25 from 9:15 – 11:15.

\_\_\_\_\_ Notify technology department for delivery of one lap top per classroom and ensure access to internet and Smart Board hook-up by June 27 for in-service June 30. Also, any student I-Pads or assistive technology as dictated in IEP's.