|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Every Month** | Antrim | Ben/Lee | Charlevoix | Emmet | GT | Kalkaska | Missaukee | Rosco | Wexford |
| Snack menu due the 15th of the month. Email to Sandy |  |  |  |  |  |  |  |  |  |
| Schedule notifications in Remind |  |  |  |  |  |  |  |  |  |
| Update social room calendar in Outlook |  |  |  |  |  |  |  |  |  |
| Outlook calendar invites to CFS, PSC, HS teachers |  |  |  |  |  |  |  |  | **Cadillac:**  **Manton:** |
| Print:  Calendar  Newsletter  Social Plan (1)  Social Plan (2)  Policy council notes  Menu | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | |
| Socialization plans on CP week prior to socializations |  |  |  |  |  |  |  |  |  |
| Update Drill and Safety Check List at space |  |  |  |  |  |  |  |  |  |
| Upload attendance and input follow-up questions after socialization |  |  |  |  |  |  |  |  |  |

**Requirements Miscellaneous Monthly**

|  |  |  |  |  |  |  |  |  |  |
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|  | **Antrim** | **Ben/Lee** | **Char** | **Emmet** | **GT** | **Kal** | **Miss** | **Rosco** | **Wex** |
| **September** |  |  |  |  |  |  |  |  |  |
| Update Yearly Paperwork \*reference Inventory\* |  |  |  |  |  |  |  |  |  |
| Share Policy Council letter & information w/ families |  |  |  |  |  |  |  |  |  |
| Collect Finalized County Gold Data - Provided by EHS Manager |  |  |  |  |  |  |  |  |  |
| County Team Meeting |  |  |  |  |  |  |  |  |  |
| Put socialization dates in Outlook |  |  |  |  |  |  |  |  |  |
| **October** |  |  |  |  |  |  |  |  |  |
| Parent Advisory Committee **Due 10/31** |  |  |  |  |  |  |  |  |  |
| **November** |  |  |  |  |  |  |  |  |  |
| EHS Safe Environment Checklist **Due 11/30** |  |  |  |  |  |  |  |  |  |
| **December** |  |  |  |  |  |  |  |  |  |
| Collect Finalized County Gold Data- Provided by EHS Manager |  |  |  |  |  |  |  |  |  |
| County Team Meeting |  |  |  |  |  |  |  |  |  |
| Put socialization dates in Outlook |  |  |  |  |  |  |  |  |  |
| **January** |  |  |  |  |  |  |  |  |  |
| Parent Advisory Committee **Due 1/31** |  |  |  |  |  |  |  |  |  |

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|  | **Antrim** | **Ben/Lee** | **Char** | **Emmet** | **GT** | **Kal** | **Miss** | **Rosco** | **Wex** |
| **February** |  |  |  |  |  |  |  |  |  |
| N/A |  |  |  |  |  |  |  |  |  |
| **March** |  |  |  |  |  |  |  |  |  |
| EHS Safe Environment Checklist **Due 3/31** |  |  |  |  |  |  |  |  |  |
| Collect Finalized County Gold Data- Provided by EHS Manager |  |  |  |  |  |  |  |  |  |
| County Team Meeting |  |  |  |  |  |  |  |  |  |
| Put socialization dates in Outlook |  |  |  |  |  |  |  |  |  |
| **April** |  |  |  |  |  |  |  |  |  |
| Parent Advisory Committee **Due 4/30** |  |  |  |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |  |  |  |
| N/A |  |  |  |  |  |  |  |  |  |
| **June** |  |  |  |  |  |  |  |  |  |
| Collect Finalized County Gold Data- Provided by EHS Manager |  |  |  |  |  |  |  |  |  |
| County Team Meeting |  |  |  |  |  |  |  |  |  |
| Put socialization dates in Outlook |  |  |  |  |  |  |  |  |  |
| **July** |  |  |  |  |  |  |  |  |  |
| EHS Safe Environment Checklist **Due 7/31** |  |  |  |  |  |  |  |  |  |
| Parent Advisory Committee **Due 7/31** |  |  |  |  |  |  |  |  |  |
| **August** |  |  |  |  |  |  |  |  |  |
| N/A |  |  |  |  |  |  |  |  |  |