



## **Timeline for AIC Schools**

### **JULY**

- Status in the program emailed by MAC first week in July
- Annual Summer Institute
- Process all invoices for Institute (registration, hotel, mileage, meals)
- Retrieve emailed award letter from school for your files and the district fiscal officer
- Attend Leadership Committee Retreat: Turn in updated PD plan and presenter sheet, schedule Arts Integration Definition workshop and Model School site visits

### **AUGUST**

- Team members present lessons from the summer institute to faculty
- Leadership team meets to confirm organization chart/roles, logic models and professional development workshop/model school visit dates, presenters and logistics
- Post discipline elements and arts integration definition in each classroom
- Purchase art prints for your school if needed
- Arts Integration Definition workshop
- Schedule leadership committee meetings for the year

### **SEPTEMBER**

- Fall Retreats (AIC year two schools)
  - Register team members to attend a retreat
  - Arrange for travel
  - Schedule and prepare an in-service for attending team members to disseminate information from the meeting

### **OCTOBER**

- Fall Retreats (AIC year two schools)

### **NOVEMBER**

- 2<sup>nd</sup> round mini grant applications due NOVEMBER 1<sup>st</sup>
  - Note: Schools may apply for ONE mini grant per year/applications online (activities include: artist fees, consulting fees for organization or curriculum development, or to attend a conference)

### **DECEMBER**

- Assess the faculty to decide to apply to WSI year one
- AIC Advisor talks with the staff about the decision to apply to become a Whole School
- Begin filling out the new application for the FY15 school year
  - Note: Model schools may apply for a project grant

## JANUARY

- If the school has reached consensus, submit a letter of intent to apply to the WSI program (from the principal) to the MAC office by Friday, January 9, 2015.
- Participate in a mandatory teleconference to discuss the application process and new online application system

## FEBRUARY

- Schools may submit a draft in advance by February 1 (1<sup>st</sup> year WSI applicants required)

## MARCH

- ALL APPLICATIONS DUE MARCH 1

## APRIL

- Check e-mail for Summer Institute registration/information
- Participate in a mandatory teleconference for all project directors to review Summer Institute registration and final report application
- Review of AIC applications in-house
- Register team members for institute and make hotel reservations

## MAY

- All FINAL REPORTS DUE MAY 15<sup>th</sup>
- Submit Parent Day applications and Model School Principal Day applications
- Confirm Professional Development Plans with WSI

## JUNE

- Communicate details regarding the summer institute to the attending team members
- 1<sup>ST</sup> round mini grant applications due 1<sup>st</sup>
  - Schools may apply for ONE mini grant per year/applications online (activities include: artist fees, consulting fees for organization or curriculum development, or to attend a conference)

**THANK YOU!!!!!!!!!!!!!!!!!!!!!!**