



Timeline for WSI 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 Model School site visits

AUGUST

- Team members present lessons from the summer institute to faculty
- Post discipline elements and arts integration definition in each classroom
- Purchase art prints for your school if needed
- Schedule Advisor visit to the school and a visit to the Advisor's school
- Schedule leadership committee meetings for the year

SEPTEMBER

- Fall Retreats
 - 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
- Once logic models are approved, contact teaching artists to schedule visits

OCTOBER

- Fall Retreats

NOVEMBER

- 2nd round mini grant applications due NOVEMBER 1st
 - 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

- Begin filling out the new application for the FY15 school year
 - Note: All Model schools may apply for a project grant...including those who are applying to be a first year Model school.

JANUARY

- 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

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 WSI applications in-house
- Register team members for institute and make hotel reservations

MAY

- All FINAL REPORTS DUE MAY 15th
- 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
- 1ST round mini grant applications due 1st
 - 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!!!!!!!!!!!!!!!!!!!!!!