

Personalized Principal's Calendar

JULY

IDENTIFY, REVIEW, AND UPDATE

- ☐ Update and add course sections to the master schedule based on projected enrollment and student course selections.
- ☐ Review staffing via budgeted full and part-time positions (certified and support).
- ☐ Review horizontal collaboration times and teacher planning times.
- ☐ Review scope and sequence and district curriculums maps.
- ☐ Set times for the guiding coalition to meet.
- ☐ Review times for Tier 3 intervention during the school day, plan for the data to be used for grouping, and add to the schedule rotation.
- ☐ Review the walkthrough checklist (figure 5.2, page 103) and ensure administrators have training credentials.
- ☐ Update and replace classroom emergency flip charts and maps as needed.

PREPARE, PLAN, AND COMMUNICATE

- ☐ Review spring assessment data and related professional development.
- ☐ Map out a review of the school's mission and vision related to school and district goals.
- ☐ Plan for the first week of school and draft related communications for teachers, staff, and families.
- ☐ Finalize class lists and communicate with special education teacher leaders to send IEPs to necessary personnel (teachers and aides).
- ☐ Organize and set meetings with all building-level committees; communicate dates and times via a shared calendar.
- ☐ Meet with parent-teacher organizations and booster clubs to plan for annual events (meet the teacher, student and teacher awards, celebrations, student showcases, and extracurricular events).
- ☐ Review last-minute vacancies, if needed.
- ☐ Set observation schedule for the year during appropriate windows.
- ☐ Communicate via the school website and social media: supply lists, handbooks, back-to-school letters, and annual student at-a-glance calendars.
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- ☐ _____

AUGUST

IDENTIFY, REVIEW, AND UPDATE

- ☐ Review state testing achievement data and plan for sharing with teachers and staff.
- ☐ Using data, set personal and professional goals and the guiding coalition goals.
- ☐ Plan to review and practice safety plan with the staff.
- ☐ Ensure all safety measures and communications are in working order; communicate with district facilities and operations team.
- ☐ Plan all emergency drills for the year and add them to the calendar with guiding coalition invites.

- ☐ Review annual budget and expenditure needs with appropriate site and district personnel.
- ☐ Review and communicate first-day procedures and share with leadership, transportation, nutrition services, and office staff.
- ☐ Review purchase orders and identify missing materials; notify business office personnel.
- ☐ Notify staff of any master schedule or teacher assignment changes.
- ☐ Ensure that staff and student handbooks are printed or shared electronically for distribution. Verify that families have indicated receipt with a signature.
- ☐ Ensure families or students sign an acceptable use policy for technology devices and insurance.
- ☐ _____
- ☐ _____
- ☐ _____

PLAN, PREPARE, AND COMMUNICATE

- ☐ Plan and review fall benchmark testing and communicate with the assessment committee or site coordinator.
- ☐ Set testing staff meeting on a shared calendar.
- ☐ Plan and set weekly meetings with the guiding coalition, principal's administrative assistant, assistant principal, teacher leaders, learning acceleration specialist, counselor, or other site-level personnel. Communicate with a shared calendar.
- ☐ Create or update weekly communication templates, meeting agenda templates, and leadership meeting norms and commitments.
- ☐ Schedule time to meet with new teachers and other staff new to the building.
- ☐ Organize your office, desk, and plan book or note keeper.
- ☐ Review or draft your theme and inspirational remarks for the teachers and staff.
- ☐ Update and review the opening intercom announcements to include a theme and key messages to set the tone for the day.
- ☐ Communicate with staff for the first week's enrollment counts and forms to be collected or turned in to the office.
- ☐ Leave a preprinted welcome note or token in each teacher and staff mailbox for the first day.
- ☐ Create and communicate the duty schedule.
- ☐ Add leadership and personal duty times to the calendar, including morning cafeteria and bus duty, passing periods, lunch and recess times, after-school bus duty, and after-school extracurricular activities or athletics.
- ☐ Greet new families and students who come to obtain a schedule or learn about the school.
- ☐ Have counselors assign a buddy student to new students.
- ☐ Plan to visit all classrooms on the first day of school.
- ☐ Develop or update general building forms as needed.
- ☐ Post all major events, athletics, after-school schedules for tutoring, and holidays on the school's website calendar.
- ☐ Delegate webmaster, social media lead, other key staff, and leadership duties as needed; assign rights to those delegated.
- ☐ Review positive behavior interventions and support procedures and meeting dates, share with the committee, and plan for full staff communication.
- ☐ Clarify discipline procedures and what constitutes an office referral.
- ☐ Assign and update campus bulletin boards; ensure all outdated materials and flyers are removed.

- ☐ Review the first monthly governing board report from the principal's site preparation and school opening.
- ☐ Review collaborative team meeting norms and agendas; send updates.
- ☐ _____
- ☐ _____
- ☐ _____

SCHEDULE AND MEET

- ☐ Meet with building custodians to clarify expectations.
- ☐ Notify the fire department and central office of your drill schedule; plan for debriefs.
- ☐ Schedule student grade-level meetings to clarify rules and expectations.
- ☐ Send curriculum maps and state standards to new teachers.
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- ☐ _____
- ☐ _____

SEPTEMBER

IDENTIFY, REVIEW, AND UPDATE

- ☐ Review assessment schedules and check on pacing with curriculum maps and lesson plans in walkthroughs.
- ☐ Identify struggling teachers and monitor progress.
- ☐ Identify struggling students and monitor progress for possible MTSS action.
- ☐ Modify the observation schedule for the year as needed.
- ☐ Identify instructional strategies that are succeeding and ask teachers to share them during staff meetings for professional development.
- ☐ Identify morning and afternoon drop-off and pick-up bottlenecks to adjust for traffic flow.
- ☐ _____
- ☐ _____
- ☐ _____

PREPARE AND PLAN

- ☐ Communicate the fall events calendar to staff and families.
- ☐ Issue safety committee invitation and agenda based on shared emergency response plan.
- ☐ Based on observations, plan for hard conversations with faculty or staff not aligned with the school's vision and goals.
- ☐ Review the monthly governing board report.
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- ☐ _____
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DEVELOP AND COMMUNICATE

- ☐ Create teams or committees to tackle schoolwide events, such as community and board showcase evenings.
- ☐ Review positive behavior interventions and support data teams to tackle issues indicated by discipline referrals (time, frequency, grade level, and location indicating patterns) for possible duty station or intervention.
- ☐ Prepare for fall benchmarks and staff meetings regarding procedures.
- ☐ Communicate with families of students not on track.
- ☐ _____
- ☐ _____
- ☐ _____

MEET AND CONDUCT

- ☐ Meet with parent-teacher organization or parent-teacher-student association to plan for recognition and awards for fall sports and academics.
- ☐ Meet with teachers to set professional educator goal plans for the year.
- ☐ Meet with new teachers and staff whose employment started after the first day to ensure onboarding has been seamless.
- ☐ Conduct first emergency drills and debrief with school and district staff.
- ☐ Meet with students by grade level to reinforce expectations.
- ☐ Meet with teachers to review educator goal plans or student learning objectives.
- ☐ Meet with substitute teachers to discuss expectations.
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- ☐ _____
- ☐ _____

OCTOBER

IDENTIFY, REVIEW, AND UPDATE

- ☐ Update monitoring on struggling students and assign to interventions or MTSS review.
- ☐ Ensure that by October 1, the student count for the state department of education is accurate.
- ☐ Review collaborative team meeting artifacts with guiding coalition.
- ☐ Discuss classroom walkthrough impressions and wonderings with the guiding coalition.
- ☐ Confirm new teachers have been onboarded into collaborative team cycles and understand purpose and process.
- ☐ _____
- ☐ _____
- ☐ _____

DEFINE AND COMMUNICATE

- ☐ Reiterate lesson plan expectations and submittal to administration.
- ☐ Communicate with families and students about upcoming events and assessments.
- ☐ Communicate with club and organization sponsors to ensure financial obligations are being processed according to policy; answer questions for new sponsors.
- ☐ Check in with new teachers, staff, and mentors.
- ☐ Review the monthly governing board report.
- ☐ Communicate winter athletics, tryouts, and extracurriculars to students and families via website and social media.
- ☐ _____
- ☐ _____
- ☐ _____

SCHEDULE AND MEET

- ☐ Meet with department and collaborative team leaders, teacher leaders, and learning acceleration specialists to look at data and plan for goals and targeted interventions for individuals and small groups.
- ☐ Conduct emergency drills.
- ☐ Meet with athletic directors to make sure that facilities are reserved and ready for events. Attend on nights when multiple events happen simultaneously for maximum exposure. Remember to take pictures for your social media networks, website, and hallway bulletin boards.
- ☐ Reflect on your performance for the first quarter. What has gone well? Where can you improve?
- ☐ _____
- ☐ _____
- ☐ _____

NOVEMBER

IDENTIFY, REVIEW, AND UPDATE

- ☐ Review your district's policies regarding holiday activities and displays. Update staff on food allergens before purchases are made for holiday celebrations.
- ☐ Monitor your own progress. Make sure you're moving forward in areas where you will be evaluated.
- ☐ Set your own observations based on evaluated domains with your evaluator.
- ☐ Review site office and classroom phone lists and extensions to ensure they are updated. Send to staff if there are changes.
- ☐ Appraise staff development provided to date and revise; expand plans as analysis indicates.
- ☐ Review monthly governing board report and special first-quarter highlights.
- ☐ _____
- ☐ _____
- ☐ _____

MEET AND HOLD

- ☐ Conduct school emergency drills as required.
- ☐ Meet with teams for updates on student progress for interventions.
- ☐ Prepare and share winter event schedules and coverages as needed.
- ☐ Hold (quarterly as appropriate to building) data team meetings to review benchmark results, grade reports, student work, and other data. Discuss progress toward goals with the entire staff.
- ☐ _____
- ☐ _____
- ☐ _____

DECEMBER

IDENTIFY, REVIEW, AND UPDATE

- ☐ Review your district's policy for teacher evaluations and growth plans or collective bargaining agreement. Follow prescribed procedures with any teachers whose rating is likely to be ineffective. Consult human resources for clarification and assistance.
- ☐ Identify maintenance issues and tasks for winter break.
- ☐ Review inclement weather schedule procedures and communicate with staff.
- ☐ Identify struggling students and monitor progress.
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- ☐ _____
- ☐ _____

PREPARE AND PLAN

- ☐ Plan midyear student recognition program. Review qualifications and involve staff in selecting recipients. Calculate the length of the program and develop and announce the assembly schedule in advance.
- ☐ Plan and prepare for second-semester instructional strategies and triage to prepare for spring testing.
- ☐ Prepare second-semester benchmark and exam schedule; communicate to staff.
- ☐ Review the monthly governing board report.
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- ☐ _____
- ☐ _____

COMMUNICATE

- ☐ Communicate with families by letter if their child has exceeded the district limit on the number of acceptable absences. Inform them about medical excuse requirements and potential academic failure and set up meeting times in person, if needed.
- ☐ Communicate with families by letter if their child is not on track to achieve needed credits for the year.
- ☐ Discuss course offerings to be added to student choice surveys with a counselor.

- ☐ Communicate information on upcoming events to parents by email or mail. Include frequent reminders to update changes in their contact information in case of emergency.
- ☐ For secondary schools, communicate final exam expectations to your staff regarding students who request to take exams early, exam review and preparation, exam dates and times, and so on.
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- ☐ _____
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MEET AND HOLD

- ☐ Hold faculty and staff holiday party or recognition event.
- ☐ Conduct midyear staff data analysis.
- ☐ Continue administrative rotation of meetings with all collaborative teams.
- ☐ Send staff survey for first-semester organizational strengths and areas for growth.
- ☐ Meet with the parent-teacher organization or parent-teacher-student association for second-semester planning of events and teacher appreciation week.
- ☐ Conduct school safety drills.
- ☐ Meet with positive behavior interventions and support and social-emotional learning team for review of discipline referrals and next steps.
- ☐ _____
- ☐ _____
- ☐ _____

JANUARY

IDENTIFY, REVIEW, AND UPDATE

- ☐ Review your professional goals for the year and assess the next steps.
- ☐ Review the school goals with the guiding coalition and assess the next steps.
- ☐ Meet with departments to review goals and facilitate discussion for the next steps.
- ☐ Update classroom walkthrough schedule.
- ☐ Update the second-semester calendar on the website and communicate on social media or family email.
- ☐ Schedule the next round of teacher observations during preconferences and postconferences for feedback.
- ☐ Update and close out improvement plans or take them to the next appropriate level for nonrenewal as guided by human resources, collective bargaining agreement, or evaluation policy.
- ☐ Schedule observations with your supervisor.
- ☐ Review the monthly governing board report.
- ☐ Communicate spring activities, athletics, and extracurricular schedules on the website.
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- ☐ _____

MEET AND HOLD

- ☐ Hold (quarterly as appropriate to building) full staff data team meeting to review benchmark results, grade reports, student work, and other data. Discuss progress toward goals.
- ☐ Review first-semester lists of students receiving Ds and Fs and meet with teachers over 15 percent to discuss obstacles to student success.
- ☐ Ensure students who are not making progress have met with counselors and are in small-group intervention groups; monitor progress.
- ☐ Conduct emergency drills.
- ☐ Meet with teachers to review progress on educator goal plans or SLOs.
- ☐ Meet with the site safety team to update plans if needed.
- ☐ Hold spring sponsors' and coaches' meetings.
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- ☐ _____
- ☐ _____

FEBRUARY

IDENTIFY, REVIEW, AND UPDATE

- ☐ For secondary schools, review high school pretesting procedures for ACT; test practice site for technology.
- ☐ Review spring break guidelines and issue reminders for practices with students.
- ☐ Identify struggling students and monitor progress.
- ☐ Review the plan for the site testing team to prepare classrooms and staff procedures.
- ☐ Update duty stations for spring, as needed.
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- ☐ _____
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COMMUNICATE AND MEET

- ☐ Have discussions with borderline teachers (nonrenewal or growth progress discussions).
- ☐ Email or otherwise communicate with the business department regarding spending and budgetary needs for summer school.
- ☐ Email or otherwise communicate with human resources regarding summer and fall staffing.
- ☐ Have discussions with teachers about the plan, timeframe, and resources available to be prepared for roster verification.
- ☐ Meet with the MTSS team to review student progress and next steps.
- ☐ Meet with families regarding students not on track for graduation or promotion; ensure all documentation of letters and conversations is in order.
- ☐ Review the monthly governing board report.
- ☐ _____
- ☐ _____
- ☐ _____

MARCH

DEVELOP, IDENTIFY, REVIEW, AND UPDATE

- ☐ Review spring break guidelines; issue reminders for practices with students.
- ☐ Identify struggling students and monitor progress.
- ☐ Review the plan for the site testing team to prepare classrooms and staff procedures.
- ☐ Update duty stations for spring, as needed.
- ☐ Ensure students who are not making progress have met with counselors and are in small-group intervention groups; monitor progress.
- ☐ _____
- ☐ _____
- ☐ _____

PREPARE AND PLAN

- ☐ Review data for staffing moves.
- ☐ Continue observations and feedback loops.
- ☐ Monitor and adjust plans for improvement.
- ☐ Plan for job fairs.
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- ☐ _____
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APRIL

DEVELOP, IDENTIFY, REVIEW, AND UPDATE

- ☐ Start budget planning for the upcoming school year.
- ☐ Build the vision for your summer school program and make sure summer school dates and applications are available to students and families in print and on your website.
- ☐ Counselors should directly contact students who are behind on academic progress or high school credits to ensure they are registering for summer school courses required for graduation.
- ☐ Develop criteria to guide panel selection of new staff members. If you are new to the hiring process, make sure you follow district procedures and human resources hiring guidelines.
- ☐ For secondary schools, develop year-end exam schedules and communicate with staff, families, and students.
- ☐ Identify probable staff vacancies for the next school year via intent-to-return forms.
- ☐ Review needed changes for master scheduling.
- ☐ _____
- ☐ _____
- ☐ _____

PREPARE AND PLAN

- ☐ Submit changes to the student handbook or code of conduct to the superintendent for board of education consideration.
- ☐ Prepare for end-of-year student recognition programs: awards, athletic and extracurricular banquets, presenters, program, and schedule. Collaborate with everyone involved, sponsors, or committees in the planning and facilitation of the events.
- ☐ Review plans for commencement activities.
- ☐ Prepare orders for software purchases at site level and general classroom and office supplies.
- ☐ Review and communicate with grants or purchasing to reserve funds for quality instructional resources to update subscriptions or review with curriculum teams.
- ☐ Plan and prepare for hiring fairs with human resources.
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- ☐ _____
- ☐ _____

COMMUNICATE AND MEET

- ☐ Communicate with university partners for student-teacher placements.
- ☐ Communicate with teachers and staff regarding spring assessment procedures and sign off for understanding.
- ☐ Schedule the testing final review meeting with the site coordinator.
- ☐ Communicate with teachers and staff for summative observation meetings and complete scoring rubrics.
- ☐ Prepare for end-of-year events, determine the coverage needed, and communicate with staff, families, and students.
- ☐ Ensure promotion and graduation materials are printed and include board members, central office attendees, and speakers.
- ☐ Meet with parent-teacher organization or parent-teacher-student association to finalize the schedule for end-of-year events, student awards, and teacher and staff appreciation.
- ☐ Conduct emergency drills and communicate the results of the debrief for any needed revisions to site safety plans.
- ☐ Hold grade-level meetings to kick off spring assessments.
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- ☐ _____
- ☐ _____

MAY

DEVELOP, IDENTIFY, REVIEW, AND UPDATE

- ☐ Identify struggling students and monitor progress (and MTSS if applicable).
- ☐ Confirm and update all stakeholders on summer school planning, staffing, materials, and transportation.
- ☐ Confirm final promotion and graduation details.
- ☐ Complete roster verification and approval.

- ☐ Finalize summer cleaning, moving, and maintenance needs; update central office facilities and maintenance.
- ☐ Submit the final record of site emergency drills.
- ☐ Review and close out improvement plans.
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- ☐ _____
- ☐ _____

COMMUNICATE AND MEET

- ☐ Send final written determinations of nonpromotion or nongraduation details based on credit completion for state requirements.
- ☐ Discuss with the custodial staff any end-of-year set-up for events, campus clean-up necessary after student dismissal, and summer cleaning schedules.
- ☐ Meet with the athletic director regarding summer camp and summer maintenance scheduling.
- ☐ Communicate and celebrate teacher and staff appreciation week via the website, social media, and email.
- ☐ Meet with the site council for the current year's reflection and next year's planning.
- ☐ Meet with the guiding coalition for reflection activities (stop, continue, and consider).
- ☐ Schedule student locker clean-out; plan device and uniform turn-in times (if applicable) with teacher supervision; communicate with families, staff, and custodians.
- ☐ Update inventories of all site materials and devices.
- ☐ Hold quarterly data meetings with collaborative teams and all staff for summer and fall placements.
- ☐ Send updated enrollment packets to the central office for summer pick-up if school is closed for any period during summer break.
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- ☐ _____
- ☐ _____

JUNE

DEVELOP, IDENTIFY, REVIEW, AND UPDATE

- ☐ Identify professional goals for the upcoming year.
- ☐ Plan summer rejuvenation time and schedule vacation.
- ☐ Identify professional development priorities for new teachers and staff; plan fall kickoff.
- ☐ Review school and teacher websites (if applicable) for summer learning, reading, or assignments.
- ☐ Ensure all summer athletic camps and tryouts are posted on the website and social media with the coaches' contact information; communicate with facilities and the central office.
- ☐ Make plans for summer receipt of deliveries.
- ☐ Update website, social media, and office exterior with summer office hours, emergency contact information, and enrollment or registration access.
- ☐ Review and start to update the upcoming year's events calendar.
- ☐ Review and update the school improvement plan using the guiding coalition's data analysis and next steps.

REPRODUCIBLE

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- ☐ _____
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COMMUNICATE AND MEET

- ☐ Post positive end-of-year messages to staff, students, and the school community with reminders for summer school and camps.
- ☐ Post pictures and highlights from end-of-year celebrations and events; recognize contributions and valuable partners.
- ☐ Notify staff of dates and times when parts of the building may be inaccessible due to floor waxing, painting, and so on.
- ☐ Change the phone message to include summer office hours and summer school contact information.
- ☐ Monitor and verify postings for vacancies throughout the summer; make sure staff are secured to participate on interview teams.
- ☐ Complete hiring to date and communicate with human resources on loose ends and documents needed.
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- ☐ _____