

Sample Montessori School EOY Timeline

	<i>Classrooms Guides</i>	<i>Assessments and Class Transitions</i>	<i>Family Engagement</i>	<i>Instructional Coach</i>	<i>Leadership and Principal</i>	<i>Professional Development Sessions</i>	
May	Prepare Progress Reports	El guides to observe Transition visits Reading Assessment MAP District Benchmark Class Placement Letters go out to parents Simultaneous Visiting Day	Transition talk Primary to Elementary- Invite families to observe Elementary Class Placement Letters go out to parents Summer with your Montessori Child Summer reading program New Family orientation Calendar dates	Survey staff about PD Spring Data review Team and Individual Year End Reflections: Dual Language planning Library purchases	Year End Appraisals Final hiring Start onboarding EOY Climate Survey Narrative of the year - EOY report for 1) families and 2) staff Give all staff Closing Up list checklists	<i>Teams</i> May 3: May 10: May 17: May 24:	<i>Whole School</i> May
June	Inventory reporting Clean Make materials Request replacements	Year-long Data Review	Year-end celebration	Final PD- Staff Retreat PD Survey Summer training launches New Family and Teacher orientations Inventory reports collection Classroom close ups Replacements orders	Montessori EER reflection and Campus goals	June 8	June 9
July	Environment prep Summer Program	District trainings	Kick off Summer Program Create year long family engagement calendar	Review Team Year End Reflection results Review PD Survey results Create PD calendar for the year Create Pre-service PD plan Develop Year-long schedule	Review Team Year End Reflection results Review PD Survey results Create PD calendar for the year Create Pre-service PD plan Leadership Retreat Campus Improvement Plans Develop Year-long schedule	----	---
Aug	Environment set up Review Portfolios Review CS documents and IEPs Connect with families	Generate new Assessment Calendar to distribute	Create welcoming space Set up Open House Share year long family engagement calendar	Implement pre-service PD plan	Implement pre-service PD plan	Aug.9 Aug. 10 Aug. 11 Aug.12	Aug 29