

# Introduction

Whether you are a first year principal, assistant principal, curriculum program administrator, or a career administrator, you are a leader in the school, district, and community. People will expect you to be a problem-solver, counselor, disciplinarian, instructional leader, encourager, and maybe even a custodian. Your ultimate responsibility is improving student achievement. You influence lives every day. Many students and parents will look to you for guidance and support. You will soon discover that your work is never finished and, many times, you will not be the most popular person in the building or district; however, you have the capacity to change lives!

The objectives of the Survive and Thrive Guide are:

- To provide guidance as to what tasks you need to complete during your first year;
- To encourage and develop relationships with other administrators;
- To provide possible areas of growth for your Professional Growth Plan (PGP).

There is always a level of anxiety as you begin a new job and/or a new school year. There will be questions you have on the first day as a new administrator such as, “What do I do first?” or “Who do I ask for help?” As a career administrator in a new building for the first time, you may have the same questions. If you are fortunate and have an assigned mentor with experience as a school administrator, your mentor will be your go-to person when you have questions. As you begin to build relationships with others in your building, district, and through regional learning networks, you will also have many others as a resource. New administrators sometimes struggle because they do not have sufficient time to organize, learn the policies and procedures, and build working relationships with the people in the building and/or district. They may become overwhelmed and do not know what to do next or when or who to ask for guidance. The Survive and Thrive Guide is a resource for you throughout the school year. This guide will provide you direction to know what you need to do and when to do it. You will feel more confident as you begin your new role once you know the expectations. Those around you will sense that confidence and begin to trust you. This is the first step in building relationships as you begin to work with teachers, students, and the community. Use the guide as a tool to help prepare for the beginning of school, second semester, and the end of the school year. Note this document is not all inclusive regarding state or local educational agency requirements and is not intended to be used as such. Additional information related to being an Arkansas school administrator is available on the Department of Elementary and Secondary Education website [HERE](#).

# June

## **Budget**

- ☐ Review End of Year reports
- ☐ Needs analysis of upcoming budget expenditures for the following school year
- ☐ Approve Activity Reports - Check Register Report and Board Report
- ☐ Review Detail Expenditure Status Report for monthly spending

## **Staff and Building**

- ☐ Continue conducting interviews for open staff positions for the next school year and recommend hires to your superintendent
- ☐ Ensure that novice teachers are registered to participate in the teacher mentoring program (Typically handled by your local education service cooperative)
- ☐ Ensure new hires are scheduled for needed professional development during the summer
- ☐ Have school emails and all needed school logins created for new hires
- ☐ Add new hires to staff email and phone lists
- ☐ Set up the August in-service professional development schedule and communicate the schedule with staff members. Plan and budget for meals, supplies, snacks, etc.

### [Required PD](#)

- ☐ Check all buildings and grounds to create a maintenance list for the summer maintenance staff
- ☐ Review and revise the master schedule
- ☐ Create a calendar of events for your building for the upcoming year

## **Data**

- ☐ Consider obtaining and organizing achievement and growth data of students transitioning vertically to your school (ex: elementary to middle school; junior high to high school)
- ☐ Collaborate with the assistant principal or dean (if available) to reflect on student behavior data from the previous year:
  - ☐ Consider creating a building behavior team to establish or improve behavior RTI framework (i.e. work with behavior data, target specific behavior, create reward systems, target specific areas/locations of campus)
- ☐ Analyze classroom walk-through data for the year
- ☐ Analyze Educator Effectiveness System year-end data
- ☐ Check Student Attendance Data and check cycle 7 data (graduation codes, ALE, etc.) for accuracy
- ☐ You will be submitting important documentation through Indistar. Make sure you have a login, familiarize yourself with the website, and check for ongoing due dates throughout the year.
- ☐ Update the dyslexia statement on your district's website

## **Master Schedule**

- ☐ Verify course codes are in line with the current school year (no changes since requests entered).
- ☐ Complete and verify student schedules by audit
- ☐ Verify transcript information in Triand. Make any necessary corrections in eSchool.
- ☐ Verify schedules complete for all students in next year's environment.
- ☐ Verify all fields in the master schedule that impact transcripts and state reporting are correct.

# July

## **Budget**

- ☐ Ensure you have a procedure in place for purchase order requisitions and orders are placed in a timely manner.
- ☐ Create/revise any forms needed for the upcoming school year
- ☐ Approve Activity Reports - Check Register Report and Board Report
- ☐ Review Detail Expenditure Status Report for monthly spending
- ☐ Attend Tier II Financial Training (Tier I can cover the Tier II training requirement if your district allows)
- ☐ Order supplies to ensure they arrive in time for:
  - ☐ Teachers
  - ☐ Students
  - ☐ School
  - ☐ Custodian

## **Staff and Building**

- ☐ Communicate with all staff members regarding summer updates
- ☐ Review EES teacher tracks and communicate with teachers who will be in their career summative track
- ☐ Remove staff members who are leaving your school from staff email and phone lists
- ☐ Prepare staff handbooks with all pertinent information for the upcoming school year to be presented at in-service training in August
- ☐ Ensure responsible staff has completed and is aware of the deadline for submission of the Parent and Family Engagement Plan which is August 1
- ☐ Review and revise master schedule (include duty assignments, no more than 60 minutes per week)
- ☐ Begin your social media presence on the school's approved list of social media sites
  - ☐ Introduce yourself and relay some goals for the upcoming school year
  - ☐ Introduce new staff members to the community through social media
- ☐ Begin finalizing your opening day presentations:
  - ☐ to the students
  - ☐ to the teachers and staff
- ☐ Make sure your buildings are ready for summer tours and the opening day of school

- ☐ Speak with the athletic director to ascertain your role in organizing events
- ☐ Recognize celebration days/weeks for teachers, counselor, nurse, paraprofessionals, custodians, office staff, etc.

## **Data**

- ☐ Determine which school/district/state assessments are required and the implementation timeline ([2024-2025 Final Testing Calendar](#))
- ☐ Organize and reflect on student achievement and growth data from various resources, and prepare data distribution and reflection tools/processes for staff:
  - ☐ ATLAS
  - ☐ Advanced Placement Exams
  - ☐ ACT
  - ☐ WorkKeys
- ☐ Work with the appropriate RTI team to plan for interventions and remediation to begin seamlessly in August based on the previous year's student data
- ☐ Cycle 8 submissions

## **Title 1**

- ☐ Review/update Title 1 strategic plan based on program evaluation and multiple data collections. Plan to keep ongoing copies of agendas, sign-in sheets, and training materials from any schoolwide meetings or professional development conducted throughout the school year
- ☐ Identify McKinney-Vento students

## **Students and Families**

- ☐ Send a "Meet Your Principal" letter and post to school's site/social media
- ☐ Develop a Communications Plan
  - ☐ Publicize the school calendar and other events on social media
- ☐ Meet with stakeholders to plan the school year's activities and share vision/mission
- ☐ Teacher's class schedules are finalized and emailed
- ☐ Finalize student handbook

## **Master Schedule**

- ☐ Verify course codes are in line with the current school year (no changes since requests entered).
- ☐ Verify transcript information in Triand. Make any necessary corrections in eSchool.
- ☐ Address items in the Beginning of the Year checklist.
- ☐ Add new staff (eSchool/eFinance).
- ☐ Inactivate staff.
- ☐ Verify master schedule fields that pull for state reporting and impact report cards/transcripts.
- ☐ Complete and Verify all students have a complete schedule.

# AUGUST

## **Budget**

- ☐ Gather feedback from teachers about instructional needs
- ☐ Provide training for purchase order (PO) protocol
- ☐ Go over expectations of how teacher instructional money can be spent
- ☐ Approve Activity Reports - Check Register Report and Board Report
- ☐ Review Detail Expenditure Status Report for monthly spending
- ☐ Approve any PO requests and submit to the bookkeeper
- ☐ Discuss travel policy as it relates to professional development and reimbursement
- ☐ Field Trip policy as it relates to the collection of money, payment to vendors, busses

## **Staff and Building**

- ☐ Conduct on-site professional development with new hires
- ☐ Ensure that all staff email and phone lists are updated and accurate
- ☐ Ensure the master schedule is finalized and communicated with all staff members
- ☐ Check on summer maintenance items to ensure school buildings and grounds are ready for teachers and students
- ☐ Make sure the office staff understands to not interrupt classroom instruction except when absolutely necessary; and even then, only during the first two or last two minutes of a class period and or beginning/end of the day
- ☐ Conduct beginning-of-the-year in-service with all staff including campus-specific technology training, curriculum training, and state-required professional development
- ☐ Hold building-level staff meetings during in-service that covers the following items:
  - ☐ Emergency plans (active shooter, tornado, fire, evacuation, etc.)
  - ☐ Master schedules
  - ☐ Student discipline policies
  - ☐ Recording attendance and tardies
  - ☐ Parent communication expectations
  - ☐ Collaborative meeting expectations
  - ☐ Duty schedules and expectations
  - ☐ Lesson planning expectations
  - ☐ Requesting leave and preparing for a substitute
  - ☐ Classroom rules expectations
  - ☐ Field trip requests
  - ☐ Fundraising requests
  - ☐ Cash Management Procedures
    - ☐ Receipt Management
    - ☐ No cash in classrooms
  - ☐ Technology requests
  - ☐ First day and first week of school expectations
  - ☐ Safety plans
  - ☐ RTI procedures

- ☐ Review and update Professional Growth Plans (PGPs) with all licensed teachers
  - ☐ Might have to be created for new hires
- ☐ Meet with the School Leadership Team and document meetings in Indistar
- ☐ Conduct observations including walkthroughs for all licensed teachers and document in EES.
- ☐ Identify any teacher(s) that has not met the science of reading proficiency
- ☐ Meet with the building Threat Assessment Team to review/audit safety plan
- ☐ Meet and greet new students to the school and have members of a club (ex: Student Council) to show new students around the school and eat lunch with them
- ☐ Review activity/duty schedules for extracurricular events to ensure proper supervision

## **Data**

- ☐ Watch for Assessment Correction Engine Window for “Reason not tested” and make any corrections needed (Commissioner’s Memo)
- ☐ Work with appropriate RTI team to plan for interventions and remediation to begin seamlessly in August based on previous year’s student data
- ☐ Monitor student enrollment during the first two weeks of school and accurately report data. Specifically, verify student schedules, track daily attendance, identify students who are “no-shows,” accurately follow district guidelines
- ☐ Check student data for accuracy (grade, race/ethnicity, special education screens, EL screens, AE screens).

## **Title 1**

- ☐ Complete the school master schedule, clearly indicating schedules of Title I funded staff and paraprofessionals
  - ☐ File a copy for monitoring documentation
- ☐ Distribute Parent Involvement Policy to all students
  - ☐ Document date and method of distribution
- ☐ Distribute School-Parent Compact to all students
  - ☐ Track and calculate percentage of returns
- ☐ Conduct “Title I Annual Meeting.” Discuss Title I purpose, curriculum, assessment, parent involvement policy, school compacts, and school designation
  - ☐ File notices, agenda, sign-in sheets, handouts
- ☐ Determine a schedule of additional parent engagement opportunities to be offered during the school year.
- ☐ Distribute Parents’ Right to Know
  - ☐ Document date of distribution
- ☐ File any requests from Parents’ Right to Know

## **Special Education**

- ☐ Communicate to staff the expectation of usage of accommodation and modifications
- ☐ All students with IEPs have the services outlined in their IEP in place and provided on the first day of school.
- ☐ Special education staff have schedules in place and are following them on the first day of school.

- ☐ Have a plan to address the needs of any students who transfer in and have IEPs.
- ☐ Discuss any Behavior Intervention Plans that are in place so students have support on the first day of school.

## **Students and Families**

- ☐ Send a school newsletter to parents
  - ☐ Include upcoming events/news, calendar, supply lists, etc.
  - ☐ Sample Newsletter
- ☐ Plan Open House
  - ☐ Parent packet - school calendar, safety plan, parent volunteer form, etc.
- ☐ Plan First Day of School Assembly
- ☐ Create a Parent Communication Log
- ☐ Be aware that free/reduced lunch applications are due this month. Strongly encourage families that might qualify to fill out and return their application. This benefits both the families and school funding.

## **Master Schedule**

- ☐ Schedule changes (timeframe as reflected in handbook).
- ☐ Update transcripts/schedules for summer school credit recovery.
- ☐ Verify last year graduates' academic screen is correct for cycle 9 (pulls in graduates).
- ☐ Senior transcript/schedule check!
- ☐ Work with guidance counselors to verify any students who met graduation requirements before cycle 9 are coded correctly.
- ☐ Enroll new students.
- ☐ Withdraw students ([follow 10 day rule](#)).
- ☐ Schedules for new students.
- ☐ Verify/update district and building configurations.
- ☐ Beginning of Year Checklist (items to be addressed on the first day of school).

# **SEPTEMBER**

## **Budget**

- ☐ Approve Activity Reports - Check Register Report and Board Report.
- ☐ Review Detail Expenditure Status Report for monthly spending.
- ☐ Approve any PO requests and submit to bookkeeper
- ☐ In collaboration with the Superintendent, set date & prepare for annual Report to the Public

## **Staff and Building**

- ☐ Ensure that all certified staff that are proficient in the Science of Reading are coded correctly in eSchool
- ☐ Work with any teacher that has NOT demonstrated proficiency to create an intensive support plan ([Rules for Governing the Right to Read Act](#) - See section 4)

- ☐ Continue to conduct and document teacher observations in EES
- ☐ Create schedule to meet with School Leadership Team/Guiding Coalition
- ☐ Conduct monthly fire drill and document on reporting form
- ☐ Conduct tornado drill as required
- ☐ Do walk-through observations on all teachers at a rate of 5% a week, but visit all of the new teachers if possible; repeat all year as necessary with new teachers but 5% of the teachers should be observed each week
  - ☐ Use district-adopted protocol for documentation
  - ☐ Provide timely and meaningful feedback
  - ☐ Analyze data with leadership team to guide school improvement
- ☐ Make sure the office staff understands to not interrupt classroom instruction except when absolutely necessary; and even then, only during the first two or last two minutes of a class period and or beginning/end of the day
- ☐ Feed your faculty and staff during PT Conference night (work with PTA/PTO to provide refreshments)

## **Data**

- ☐ Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- ☐ Watch for private release of ESSA data to ensure no corrections are needed before public release
- ☐ Look for DESE communications regarding School Report card and communications tools
- ☐ Jr ACT Scheduled
- ☐ Cycle 1 requirements

## **Title 1**

- ☐ Send a letter to parents whose child has been taught 60 consecutive days by a non-certified teacher;
  - ☐ No long-term, non-certified sub will be allowed to teach more than 60 days in a classroom.
- ☐ Distribute prior year assessment results to parents
  - ☐ File a copy of the letter sent with the assessment results
- ☐ Send Parent Notification letters to all ESOL parents notifying them of their child's participation in ESOL programs prior to placement in English Language Instruction Educational Programs within thirty (30) days after the beginning of the school year.
- ☐ Hold parent-teacher conferences
  - ☐ Train staff
  - ☐ Communicate to parents if student is identified as In Need of Support
  - ☐ Review annual assessment data, classroom data, etc.
  - ☐ Suggest ways to help at home

## **Special Education**

- ☐ Convene meetings to review individual student needs
- ☐ Make sure teachers have current IEP's in teacher binder or on file
- ☐ Check attendance at IEP meetings for compliance



- ☐ Establish timelines for annual IEP meetings and reevaluations (monthly)

### **Students and Families**

- ☐ Section 504, Dyslexia, ELL, and GT
- ☐ Build school culture by hosting an event for parents and/or students. Ideas include:
  - ☐ Breakfast with the Principal
  - ☐ Principal for a Day (with Community Leaders)
  - ☐ Monthly School Tours
  - ☐ Lunch with the Principal
  - ☐ Family STEAM/STEM Night
- ☐ Create a plan for Student Voice and Choice
- ☐ Send out a monthly calendar of events/newsletter
- ☐ Create a Student of the Month Shout Out on Social Media
- ☐ Discuss a fall fundraiser with the PTO/PTA
- ☐ Be aware that free/reduced lunch applications are due this month. Strongly encourage families that might qualify to fill out and return their applications. This benefits both the families and school funding.
- ☐ Finalize the WorkKeys testing schedule
- ☐ Schedule Be Pro Be Proud truck for Spring

### **Master Schedule**

- ☐ Update transcripts for student transfers (as needed throughout the year).
- ☐ Look at reports specific to your role - Cycle 2 is a big one!
- ☐ Monitor IPR grades
- ☐ Process Progress Reports (IPRs).
- ☐ Monitor schedules by running Cognos reports to verify marking periods have been addressed correctly as schedules are changed.
- ☐ Run reports to verify total points and zeros count boxes are checked

## **OCTOBER**

### **Budget**

- ☐ Approve Activity Reports - Check Register Report and Board Report

### **Staff and Building**

- ☐ Continue to conduct and document teacher observations
- ☐ Conduct monthly fire drill and document on reporting form
- ☐ Conduct tornado drill as required by AR Department of Emergency Management
- ☐ Create a plan with the custodians as to what the expectations are for Thanksgiving break and if they are going to be required to do deeper cleaning during that time

- ☐ All testing staff ATLAS certified

### **Data**

- ☐ Collaborate with assistant principal to reflect on 1st quarter student behavior data:
- ☐ Consider early data review: (Walkthroughs, Attendance, RTI, EES)
- ☐ Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- ☐ Cycle 2: October 1 enrollment

### **Special Education/504**

- ☐ Monitor grades of students at-risk of failing or currently failing
- ☐ Review discipline data and need for manifestation determination review meetings

### **Students and Families**

- ☐ Custodian Appreciation Day is this month
- ☐ Create a Student/Principal Group (Principal's Advisory Board)
- ☐ Create a Parent Advocating for Waldron Students (P.A.W.S)
- ☐ Send out a monthly calendar of events/newsletter (Parent night, P-T Conferences, Awards Assembly, etc.)
- ☐ Schedule Future's Day

### **Master Schedule**

- ☐ Cycle 2 (A Big One) Work with eSchool Statewide Information System (SIS) Administrator as needed in re: to master schedule fields that pull for cycle reporting. Report cards/verification reports. Check for blank grades. Verify seniors passing classes needed for graduation
- ☐ Process Report Cards.
- ☐ Verify and reconcile blank marks in report cards.

## **NOVEMBER**

### **Budget**

- ☐ Conduct Annual Public Report to the Public if this has not been completed

### **Staff and Building**

- ☐ Continue to conduct and document teacher observations
- ☐ Conduct monthly fire drill and document
- ☐ Provide time in the school day for mentoring/buddy teachers to meet with their mentees to reflect upon the first nine weeks. Mentoring may also be provided through the Educational Service Cooperative.
- ☐ Make plans to provide extra food to the students over the Thanksgiving break

- ☐ Finalize the semester test schedule

### **Data**

- ☐ Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- ☐ Cycle 3 submissions

### **Title 1**

- ☐ Title I Comparability Report due November 1

### **Special Education**

- ☐ IEP team meetings are held within timelines and with all required members.
- ☐ Review discipline data and need for Manifestation Determination Review (MDR) meetings

### **Master Schedule**

- ☐ Monitor programming implementation for Section 504, Dyslexia, ELL, and GT
- ☐ Verify ALE students and schedules.
- ☐ Begin Scheduling Planning for the next school year.
- ☐ Visit with CTE teachers their certifications offered
- ☐ Verify the number of students in GT, ALE, & SPED in regard to course offerings.
- ☐ Verify the number of students in each grade level.
- ☐ Monitor IPR Grades.
- ☐ Process Progress Reports (IPRs)
- ☐ Verify ALE students are coded correctly.
- ☐ Verify past course history has been entered for transfer students.

## **DECEMBER**

### **Budget**

- ☐ Review that teachers have spent 75% classroom instructional money on current year students.

### **Staff and Building**

- ☐ Continue to conduct and document teacher observations in the EES Platform
- ☐ Conduct monthly fire drill and document on reporting form
- ☐ Make plans to provide extra food to students over Christmas break
- ☐ Remind teachers that learning/testing must occur until the last day of the semester

### **Data**

- ☐ Collaborate with assistant principal or dean (if available) to reflect on 2nd quarter student behavior and attendance data:
  - ☐ Consider ways to communicate data and set goals with staff

- ☐ Collaborate with Building Behavior Management Team for goals and target areas for 3rd nine weeks
- ☐ Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- ☐ Cycle 4 submissions

### **Special Education/504**

- ☐ Monitor grades of students at-risk of failing or currently failing
- ☐ Monitor progress of annual IEP meetings

### **Students and Families**

- ☐ Reflect on the Semester
- ☐ Send out a monthly calendar of events/newsletter (Semester Awards Assembly)
- ☐ Cap and Gowns ordered

### **Master Schedule**

- ☐ Schedule changes for 2nd semester.
- ☐ Process report card grades. CHECK FOR BLANK MARKS! Monitor all students, especially seniors, passing required classes for graduation!
- ☐ Verify failures.
- ☐ Special education December 1 counts.
- ☐ *If applicable*, finalize grades for semester 1.
- ☐ Complete process for report cards and transcripts (checking for blank grades).
- ☐ Calculations for GPA & Rank.

## **JANUARY**

### **Staff and Building**

- ☐ Meet with entire staff to cover areas of emphasis for the second semester
- ☐ Finalize second-semester Professional Development Plans
- ☐ Continue to conduct and document teacher observations
- ☐ Conduct monthly fire drill and document on reporting form
- ☐ Conduct tornado drill as required
- ☐ Hold conferences with seniors and their parents and have them sign a letter indicating they know that their child is not on track to graduate; the letter must include deadlines and work to do before returning to the graduation list
- ☐ Begin working with the counselor on next year's schedule

### **Data**

- ☐ Check on Seniors and credits; determine credit recovery
- ☐ Analyze 1st semester attendance reports

- ☐ Consider mid-year data review:
  - ☐ Goals
  - ☐ Walkthrough data
  - ☐ Attendance
  - ☐ Grades
  - ☐ RTI
- ☐ Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- ☐ Ensure interim &/or ACT data is being used to inform instruction and remediation

## **Title 1**

- ☐ Review strategic plan and the implementation of the action steps
  - ☐ Document meetings
- ☐ File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.).

## **Students and Families**

- ☐ Send out a monthly calendar of events/newsletter
- ☐ Cap and Gowns ordered

## **Master Schedule**

- ☐ Drop/add new students
- ☐ Schedules for new students.
- ☐ Schedule changes and verification of failed courses and credit pulls
- ☐ Complete grades process for report cards & transcripts (checking for blank grades)
- ☐ Calculations for GPA & Rank, *if applicable*.

# FEBRUARY

## **Staff and Building**

- ☐ Continue completing summative evaluations for career summative teachers
- ☐ Conduct monthly fire drill and document on reporting form
- ☐ Conduct tornado drill as required by AR Department of Emergency Management
- ☐ Begin to have any hard conversations with teachers that you will not rehire at the March board meeting.
- ☐ Create a plan with the custodians as to what the expectations are for Spring Break and if they are going to be required to do deeper cleaning during that time
- ☐ Begin discussing requirements for summer PD for teachers; include dates and times

## **Data**

- ☐ Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)

- ☐ Cycle 5 Submissions

### **Students and Families**

- ☐ Meet with PTO to plan spring fundraiser
- ☐ Send out a parent survey
- ☐ Plan a Parent Night for spring testing information
- ☐ Send out a monthly calendar of events/newsletter

### **Master Schedule**

- ☐ Monitor IPR Grades.
- ☐ Process Progress Reports (IPRs).
- ☐ Verify next year's database environment has been created by eSchool SysAdmin (*must be in place to enter requests for upcoming school year*).
- ☐ Course Code Changes:  
Commissioner's Memo for Course Code changes. Make sure all courses are in the course catalog for the upcoming year.
- ☐ Make any needed changes to the building course catalog in eSchool.
- ☐ Next Year Database Copied and Setup.

## **MARCH**

### **Budget**

- ☐ Approve Activity Reports - Check Register Report and Board Report.
- ☐ Review Detail Expenditure Status Report for monthly spending.
- ☐ Approve any Purchase Order requests and submit to bookkeeper.
- ☐ Share deadlines with staff for spending teacher monies.
- ☐ Check policy to see when Purchase Order and purchasing will be terminated for the year.

### **Staff and Building**

- ☐ Continue evaluations for career summative teachers.
- ☐ Contract renewal recommendations to the Superintendent for certified staff.
- ☐ Post job openings for vacant staff positions for the next school year on school website and state educational job boards.
- ☐ Complete Needs Assessment for School Improvement Plans.
- ☐ Conduct monthly drills and document on reporting form.
- ☐ Make recommendations for teacher rehires to the board/superintendent.
- ☐ Begin working on graduation: program, seating charts, tickets, speakers, parking, etc.

### **Data**

- ☐ Collaborate with assistant principal to reflect on 3rd quarter student behavior data:
- ☐ Analyze data for current juniors in order to enroll them in support/intervention groups

- ☐ Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)

### **Special Education/504**

- ☐ Begin preparation for state assessments by checking student accommodations
- ☐ Monitor the progress of annual IEP meetings

### **Students and Families**

- ☐ Set up a student handbook committee (parents, students, teachers, and staff)
- ☐ Plan Awards Assembly
- ☐ Update Student Success Plans & communicate with parents
- ☐ Send out a monthly calendar of events/newsletter
- ☐ Semester Test Schedule finalized
- ☐ Senior Finals Schedule finalized
- ☐ Send out tips for parents to help prepare students to do their best on the state test
- ☐ Discuss with seniors/parents about upcoming EOY activities (Sidewalk, Banquets)
- ☐ Discuss with parents the status of any student in danger of not completing current grade/course

### **Master Schedule**

- ☐ Process report card grades. CHECK FOR BLANK MARKS! Monitor seniors!
- ☐ Enter first semester failures into student course requests for next school year.
- ☐ Requests entered into eSchool by students through HAC, mass loading or scheduling students individually.
- ☐ *Priority Deadline: April 1, 20\_\_ (each year*
- ☐ Run reports to verify the number of sections needed in the master schedule based on student course requests.
- ☐ Begin entering or planning for students who receive special education entered in the master schedule first..
- ☐ Continue working on student schedule requests.

## **APRIL**

### **Budget**

- ☐ Approve Activity Reports - Check Register Report and Board Report.
- ☐ Review Detail Expenditure Status Report for monthly spending.
- ☐ Approve any Purchase Order requests and submit to bookkeeper
- ☐ Know your deadline for final expenditures

### **Staff and Building**

- ☐ Complete end-of-year PGP teacher reviews
- ☐ Begin having staff members schedule summer professional development

- ☐ Set expectations/goals for staff summer professional development. Ex.-review essential standards, unit plans, learning assessment cycles, etc.
- ☐ Completed School Improvement Plan to district for Board of Education approval in May meeting
- ☐ Have staff members submit summer maintenance requests and classroom needs for the next school year
- ☐ Contract renewal recommendations to the Superintendent for classified staff
- ☐ Interview for vacant staff positions for the next school year
- ☐ Conduct monthly fire drill and document on reporting form
- ☐ Conduct staff and student surveys
- ☐ Conclude all TESS summatives and annual ratings before May
- ☐ Begin approving summer PD schedule with teachers
- ☐ Summer maintenance staff hired

### **Data**

- ☐ Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- ☐ Study secondary course request data, simple tally reports, etc, to inform master scheduling for following school year
  - ☐ Consider Advanced Placement enrollment, Computer Science enrollment, Community Service Learning documentation factors into letter grade
- ☐ Cycle 6 submissions

### **Title 1**

- ☐ Develop district-level draft budgets
- ☐ Review the strategic plan and the implementation of the action steps
  - ☐ Document meetings
- ☐ Begin annual evaluation of Title I school program.
- ☐ File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)

### **Special Education**

- ☐ Monitor grades of students at-risk of failing or currently failing
- ☐ Review discipline data

### **Students and Families**

- ☐ Administrative Personnel Day (Secretary's Day) is this month
- ☐ Send out a monthly calendar of events/newsletter
- ☐ Schedule a student handbook committee meeting comprised of parents, teachers, staff, and students
- ☐ Plan a parent volunteer recognition event for end of year
- ☐ End of year parent/student survey

### **Master Schedule**



- ☐ Monitor programming implementation for Special Education, Section 504, Dyslexia, ELL, and GTHigh School Master Schedule Developed and keyed in eSchoolplus (After final meeting for approval)
- ☐ Study secondary course request data, simple tally reports, etc, to inform master scheduling for following school year
  - ☐ Consider Advanced Placement enrollment, Computer Science enrollment, Community Service Learning documentation factors into letter grade
- ☐ Verify and require course approval submissions.
- ☐ Monitor IPR grades.
- ☐ Process Progress Reports (IPRs).
- ☐ All student requests entered & verified.
- ☐ Master schedule fields verified and correct staff attached as primary teacher.
- ☐ Work on student schedules.

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### **Budget**

- ☐ Approve Activity Reports - Check Register Report and Board Report.
- ☐ Review Detail Expenditure Status Report for monthly spending.
- ☐ Approve any Purchase Order requests and submit to the bookkeeper

### **Staff and Building**

- ☐ Check all buildings and grounds to create a maintenance list for the summer maintenance staff
- ☐ Meet with the Student Handbook Review Committee to review and revise as needed
- ☐ Select personnel for School Leadership Team for next school year and conduct a meeting
- ☐ Continue to interview for vacant staff positions as needed for the next school year and provide recommendations to your Superintendent
- ☐ Conduct monthly fire drill and document on reporting form
- ☐ Ensure all discipline reports are entered into eSchool
- ☐ Set your personal summer schedule and post it for all to see
- ☐ Double check with personnel about senior sidewalk list
- ☐ Set expectations/goals for staff summer professional development. Ex.-review essential standards, unit plans, learning assessment cycles, etc.
- ☐ Consider reassignment of staff in response to performance and student needs

### **Data**

- ☐ Review credit checks to determine who may need summer school or other credit recovery.
- ☐ Collaborate with assistant principal or dean (if available) to reflect on 4th quarter and year long student behavior data:
- ☐ End of Year data review:

- ☐ Goals
- ☐ Walkthrough data
- ☐ Attendance
- ☐ Grades
- ☐ RTI
- ☐ Observation data
- ☐ Study secondary course request data, simple tally reports, etc, to inform master scheduling for following school year
  - ☐ Consider Advanced Placement enrollment, Computer Science enrollment, Community Service Learning documentation, etc, as correlation to ESSA's SQSS for high school
- ☐ Cycle 7 submissions

## **Title 1**

- ☐ Complete annual evaluation of Title I school program-submit to the LEA Title I director
- ☐ Finalize parent involvement activities for the upcoming year
- ☐ Begin review/revision of school parent involvement policy.
- ☐ Begin planning process for professional development for next year.
- ☐ File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)

## **Students and Families**

- ☐ Teacher Appreciation Month is this month
  - ☐ Enlist parents' assistance
  - ☐ [41 Teacher Appreciation Ideas They'll Love \(PTO Today\)](#)
- ☐ Nurse Appreciation Day is this month
- ☐ Send out summer calendar of events/newsletter including resources:
  - ☐ [Find a Library \(Directory of Public Libraries\)](#)
  - ☐ [Summer Reading Tips for Parents \(Reading Rockets\)](#)
  - ☐ [Food Banks and Hunger Agencies \(Arkansas Hunger Alliance\)](#)
- ☐ Meet with parents about academic concerns/retention/summer school
- ☐ Plan end-of-year Awards Program
- ☐ Convocation
- ☐ Celebrations
  - ☐ [8 Epic Ideas for Ending the School Year \(Edutopia\)](#)

## **Master Schedule**

- ☐ Check with appropriate personnel to obtain Community Service information on seniors and add to transcripts.
- ☐ Finalize senior's grades. BE SURE calculations have been processed for credit, GPA, and Rank.
- ☐ Verify information on the student's academic screen in eSchool is correct.
- ☐ Finalize report card grades for remaining students.
- ☐ Finalize transcripts for remaining students. BE SURE calculations have been processed for credit, GPA, and Rank.

- ☐ Process senior grades and transcripts (checking for blank marks).
- ☐ Process grades for remaining students. (checking for blank marks).
- ☐ Calculations for GPA & Rank for all students who have credit-bearing courses.