

Recurring Monthly Activities for Principals

A typical Principal's monthly activities include:

- Identification of Goals and Setting of Priorities for the Month
- Classroom Visitations and Follow-up Conferences with Teachers
- Staff Reminders (Discipline Policy, Attendance and Tardy Procedures, Substitute Teacher Plans, etc.)
- Review of Monthly Check List and Tickler Files
- Reservation of Time for Brainstorming and Future Planning
- Implementation of One "Crazy Idea" to Improve the School
- Weekly Bulletins for Staff
- Fire Drill
- Student Assemblies, Pep Fests, etc.
- Walk-through of Facilities with Head Custodian to Identify Physical Plant Needs
- Faculty Meeting
- Home and School, Parent Advisory Council (PAC) and/or Site Council Meeting(s)
- Department/Grade Level Meetings
- Student Council Meeting
- Mentoring Meeting with Probationary Staff
- Diocesan Administrator's Meeting
- Board of Education Meetings
- Dissemination of Parent Newsletter
- Publication of Student Newspaper
- Press Releases for Local Newspaper
- Review and Follow-up on Bus Violations
- Review of Eligibility Lists (secondary)
- Attendance at Athletic Contests (secondary)
- Spot-check of Expenditure Budget Accounts and Response to "Red Flag" Items
- Compilation and Submission of Monthly Attendance Report
- Hosting of Parent Coffee Hours
- Publication of Monthly Lunch Menus
- Review of Progress Toward Annual Building Goals
- Checkup of Status of Ongoing and Ad Hoc Committees
- Posting of Upcoming Events on Outdoor Display Board
- Recognition of "Student of the Month"
- Review Iowa Sexual Registry
- Review Virtus Bulletin Reading Report (quarterly)
- Make sure required staff are up-to-date on bulletin readings

JULY:

- _____ Complete staffing, scheduling, and assignment of students for coming year.
- _____ Finalize School Calendar for coming year
- _____ Finalize building goals for coming year
- _____ Review/revise school policies
- _____ Complete and submit State Reports
- _____ Prepare new staff packets and family packets
- _____ Prepared a letter to the parents. It may be wise to write these letters as needed and make them filled with valuable NEW information than to send one home each week containing old news. Use a lot of names.
- _____ Reviewed the school testing program and made the necessary schedule?
- _____ Set the yearly theme requesting each class to design specific theme activities?
- _____ Scheduled the major liturgical celebrations for the year, assigning a specific person to be in charge and report directly to you with all the details?
- _____ Scheduled a specific meetings time for you and the pastor at least monthly?
- _____ Scheduled the monthly agenda meeting with the board president?
- _____ If necessary, given each teacher your goals for them and how they are to report progress to you?
- _____ Scheduled parent activities for the year? Outlined the agenda? Set up committees to prepare publicity? Conferred with the president of various parent groups?
- _____ Outlined the public relation programs for the year? Delegated responsibility for public relations to a dynamic group which clearly understand they first report to you before initiating any activities?
- _____ Carefully scrutinized the budget; compared it to actual expenditures and revenues?
- _____ Set aside time each day to meditate, reflect, and renew? This is a most important item.

AUGUST:

- _____ Important dates/events
 - Family Packet
 - Teacher In-Service
 - School Begins
- _____ Prepare back-to-school communications (students, staff, and parents)
- _____ Prepare school opening press release for media

AUGUST: (continued)

- _____ Publicize bus schedule, etc.
- _____ Check birth and vaccination certificates (school nurse or health aide)
- _____ Finish back-to-school workshop plans
- _____ Meet with new Home & School officers to plan year
- _____ Schedule year's social activities for students
- _____ Check/test bell signal system
- _____ Establish fire drill schedule (minimum of 9 per year)
- _____ Recruit parent volunteers
- _____ Identify room mothers
- _____ Compile directory information
- _____ Organize student groups (i.e., bus patrol, student council, etc.)
- _____ Make locker assignments
- _____ Make homeroom assignments
- _____ Assign lunchroom periods
- _____ New staff orientation
- _____ Orientation for reserve teachers (substitutes)
- _____ Back-to-school workshop for teachers
- _____ Final check of buildings and grounds
- _____ New student orientation
- _____ School begins
- _____ Attend Principals' meeting?
- _____ Designed your observation and evaluation schedule for the year? Scheduled time for teacher (employee) conferences, classroom visitations and post conferences?
- _____ Established your daily schedule allowing time to "walk" through the building each day so your very presence says "I care"?
- _____ Assigned (or asked for volunteers) to prepare each prayer service for faculty meetings?
- _____ Established religious celebration days for whole school participation, chosen a coordinator to prepare these celebrations who reports directly to you with the particulars?

AUGUST: (continued)

- _____ Established format for lesson presentations and scheduled field trips?
- _____ If necessary, given each teacher your goals for them and how they are to report progress to you?
- _____ Informed new personnel of the time they are to meet with you?

SEPTEMBER

- _____ Important dates/events
 - Labor Day (first Monday)
 - Back to School Night/Meet the Teachers
 - Catechetical Sunday
 - Rosh Hashanah (Jewish holiday – dates vary)
 - Yom Kippur (Jewish holiday – dates vary)
 - Citizenship Day (17)
- _____ Make schedule and class adjustments as needed
- _____ Bus safety training for students
- _____ Establish emergency calling tree
- _____ Meet with Social Committee to plan year's activities for staff
- _____ Prepared a letter to the parents. It may be wise to write these letters as needed and make them filled with valuable NEW information than to send one home each week containing old news. Use a lot of names.
- _____ Attend Principals' meeting?
- _____ Begun transitional meetings?
- _____ Made provisions for your own evaluation? Who, when, what? to Board of Education
- _____ Requested each teacher to present you with their specific goals for the year and how they expect to accomplish those goals?
- _____ Begun all diocesan forms? Fire drills? Disaster drills?
- _____ Reviewed your substance abuse programs? Trained the staff adequately?
- _____ Reviewed the school budget? Set up the proper fiscal procedures?
- _____ Implemented your supervision plan?
- _____ Walk through the building daily?
- _____ Talked with the custodian, secretary, cafeteria personnel about their work?
- _____ Sent all important information to the Superintendent?

SEPTEMBER: (continued)

- _____ Met with each teacher to discuss their personal goals you set for them?
- _____ Carefully scrutinized the budget; compared it to actual expenditures and revenues?
- _____ Taken time each day to meditate? I bet not!!
- _____ State Reports?

OCTOBER:

- _____ Important dates/events
 - Columbus Day (second Monday – Monday Holiday Bill)
 - United Nations Day (24)
 - Halloween
 - State Teachers Convention (in many states)
 - Fire Prevention Week
 - Return to Standard Time (turn clocks back one hour)
 - Iowa Tests of Basic Skills/ITED
- _____ School pictures
- _____ Annual Fund-raising Event (e.g., magazine sales drive)
- _____ Homecoming (secondary)?
- _____ Capital budget requests due
- _____ PSAT Testing (secondary)
- _____ Prepared a letter to the parents. It may be wise to write these letters as needed and make them filled with valuable NEW information than to send one home each week containing old news. Use a lot of names.
- _____ Attend Principals' meeting?
- _____ Scheduled the parent teacher conferences? Sent home the guidelines for such conferences?
- _____ Continued with your supervision schedule? Met with the pastor?
- _____ Started to document your classroom visitations and hold employee conferences?
- _____ Conferred with your secretary about office procedures? Established the needed bond with the secretary?
- _____ Carefully scrutinized the budget; compared it to actual expenditures and revenues?

NOVEMBER:

- _____ Important dates/events
 - Veterans Day (11)
 - Election Day (first Tuesday after the First Monday)
 - Thanksgiving (fourth Thursday)
 - Preparation for Advent
 - Daylight savings times (fall back)

- _____ Last chance to drop classes with no failure (secondary)

- _____ End of quarter

- _____ Honor Roll

- _____ Report Cards

- _____ Parent-Teacher Conferences

- _____ Winter sports begin (middle/high school)

- _____ Prepared a letter to the parents. It may be wise to write these letters as needed and make them filled with valuable NEW information than to send one home each week containing old news. Use a lot of names.

- _____ Attend Principals' meeting?

- _____ Prepared a professional report one the beginning of the school year. Remember that this is a positive, factual report one the school which includes: enrollment, finances, projected activities. (280.18 & 280.12 - - AT RISK from 6th-8th)

- _____ Met with the pastor to discuss any concerns and to review the school year with him?

- _____ Identified those teachers who may require frequent supervision and extended help?

- _____ Reviewed the student handbook? Parent Handbook? Faculty Handbook?

- _____ Reviewed your school brochure?

- _____ Begin work with Board of Ed Finance Committee on budget.

- _____ Carefully scrutinized the budget; compared it to actual expenditures and revenues?

- _____ Started the budget process for the year?

DECEMBER:

- _____ Important dates/events
 - Advent
 - Christmas (25)

- _____ Complete first semester teacher evaluation conferences and reports

- _____ Solicit input in preparation for next fiscal year's budget

DECEMBER: (continued)

- _____ Conduct midyear assessment of physical plant and capital equipment needs
- _____ Locker checks and clean-out
- _____ Holiday staff party
- _____ Make appointment for annual physical examination

- _____ Prepared a letter to the parents. It may be wise to write these letters as needed and make them filled with valuable NEW information than to send one home each week containing old news. Use a lot of names.
- _____ Attend Principals' meeting?
- _____ Planned the Christmas program? Religious element? Faculty celebration?
- _____ Contacted the diocesan office about any suspected problems? Crisis situations? Naturally, you first informed the pastor.
- _____ Clearly stated your concerns to teachers who require considerable remediation?
- _____ Prepared an appropriate Christmas letter for the parents?
- _____ Made plans to enjoy the winter holiday?
- _____ Carefully scrutinized the budget; compared it to actual expenditures and revenues?

JANUARY:

- _____ Important dates/events
 - Catholic Schools Week (last week in January, may extend into Feb.)
 - New Year's Day (1)
 - Martin Luther King, Jr., Birthday Observance (Monday Holiday Bill)
- _____ Initiate goal-setting for the following year.
- _____ Initiate follow-up study of previous students
- _____ Finalize midyear changes (new hires, class or schedule adjustments, etc.)
- _____ Make plans for kindergarten round-up and preschool screening (elementary).
- _____ Career Day (middle/high school)
- _____ College Financial Aid Meeting (secondary)
- _____ End of semester
- _____ Honor Roll
- _____ Report cards

JANUARY: (continued)

- _____ Prepared a letter to the parents. It may be wise to write these letters as needed and make them filled with valuable NEW information than to send one home each week containing old news. Use a lot of names.
- _____ Attend Principals' meeting?
- _____ Plans for Catholic Schools Week? Chosen a chairperson who reports to you?
- _____ Reviewed the academic progress of the students. Pages through student papers, seen teacher tests, reviewed individual grade books?
- _____ Recommend any terminations or nonrenewal of probationary personnel

FEBRUARY:

- _____ Important dates/events
 - Valentine's Day (1)
 - Susan B. Anthony Birthday (15)
 - President's Day (Monday Holiday Bill)
 - Black History Month
 - Chinese New Year
 - Lent ?
- _____ Begin plans for graduation (secondary)
- _____ Student/Parent Information Meetings on registration for coming year
- _____ Complete registration and enrollment for coming year
- _____ Recommend any terminations or nonrenewal of probationary personnel
- _____ Solicit dates for next year's school calendar

MARCH:

- _____ Important dates/events
 - St. Patrick's Day (17)
 - Women's History Month
 - Easter (varies between March and April)
 - Lent ?
 - Daylight Savings (spring ahead)
- _____ Vision, hearing, and scoliosis screening
- _____ Initiate preparation of building orders and requisitions for coming year.
- _____ End of quarter
- _____ Honor Roll

MARCH: (continued)

- _____ Report cards
- _____ Spring Parent-Teacher Conferences
- _____ Solicit dates for next year's school calendar

APRIL:

- _____ Important dates/events
 - Easter (varies between March and April)
 - National Volunteer Recognition Week
 - Arbor Day
- _____ Build Master Schedule for coming year
- _____ Complete Graduation arrangements
- _____ Standardized Testing Program
- _____ Spring sports begin (secondary)
- _____ Tornado drill (where applicable)
- _____ Finalize Summer School plans

MAY/JUNE:

- _____ Important dates/events
 - May Day (1)
 - Cinco de Mayo (5 –Hispanic Celebration)
 - Mother's Day
 - Memorial Day
- _____ Set Final Examination schedule
- _____ Check status of probationary students and inform parents of possible failures.
- _____ Conduct awards programs/assemblies (athletic, academic, fine arts, etc.)
- _____ Initiate parent opinion survey for school improvement
- _____ Finalize Graduation plans, including all-night senior party (secondary)
- _____ Call for final reports from all ongoing and ad hoc committees
- _____ Locker clean-out
- _____ Get teacher's summer addresses
- _____ Prepare building year-end report

MAY/JUNE: (continued)

- _____ June Important dates/events
 - Anne Frank Day (12)
 - Flag Day (14)
- _____ Final examinations
- _____ Honor retirees
- _____ Recognize (celebrate) volunteers and reserve teachers (substitutes)
- _____ SAT Testing (secondary)
- _____ Sign diplomas (secondary)
- _____ End-of-school picnic
- _____ Confer with students who will not graduate (secondary)
- _____ Baccalaureate Service (secondary –where allowed)
- _____ Graduation (secondary)
- _____ School out for students
- _____ Collect teacher job targets for coming year
- _____ Closing staff workshop
- _____ Check in teacher materials/supplies
 - Record books
 - Permanent record cards
 - Dental and health cards
 - Keys
 - Lists of failures
- _____ Honor Roll
- _____ Mail year-end report cards
- _____ Summer School begins
- _____ Conduct year-end inventory of textbooks, supplies, and equipment
- _____ Complete book orders and supply requisitions for coming year
- _____ Close out and audit financial records
- _____ Review summer maintenance, repair, remodeling, and groundkeeping schedules
- _____ Summer curriculum writing begins
- _____ Review/revise student and parent handbooks

BACK-TO-SCHOOL STAFF INFORMATION CHECKLIST

Schools are among the few institutions in society that start fresh every year. Principals must remind both veteran staff and newcomers of important policies, procedures, and other routine information AT THE BEGINNING OF EVERY SCHOOL YEAR! The following is a typical list of topics that should be reviewed annually)

Staff Information Check List

- _____ Building emergency procedures
- _____ Suicide Prevention/Intervention Guidelines (if applicable)/Update Crisis Plan
- _____ Fire drill information for students
- _____ Medical information on selected students (from nurse or health aide)
- _____ Insurance options for students at parent’s cost
- _____ Directory information guidelines for parents and right to exclude names
- _____ Guardian/Parent procedures for picking up children during school
- _____ Substitute teacher procedures
- _____ Sexual harassment policy, definitions, and reporting procedures
- _____ Policies on alcohol, tobacco, and drugs
- _____ Student rights and responsibilities
- _____ Staff Handbook (if applicable)
- _____ Parent Handbook (if applicable)
- _____ Building telephone calling tree
- _____ Important school calendar dates
- _____ Required communication with parents
- _____ Home and School information
- _____ Grading and reporting policy and guidelines
- _____ Curriculum and scope/sequence guides (if applicable)
- _____ School discipline plan
- _____ Attendance and absence procedures
- _____ Reminder of employee forms/information to be submitted to Personnel (e.g., insurance)