



PRESENTED BY BATTELLE FOR KIDS, OHIO ASSOCIATION OF ELEMENTARY SCHOOL ADMINISTRATORS (OAESA), AND OHIO ASSOCIATION OF SECONDARY SCHOOL ADMINISTRATORS (OASSA)

# Principal Calendar

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*Month-by-month checklist for elementary, middle, and high school principals and building leaders*

2016–2017

*The Principal Calendar, produced by the SOAR Learning & Leading Collaborative, in conjunction with our OAESA and OASSA partners, provides a monthly checklist of important responsibilities and professional learning opportunities for building leaders. This document is not intended to be a comprehensive list. Principals and building leaders are encouraged to edit and customize to specific building needs.*



# JULY

### **Review/Identify**

- Examine schedule to ensure collaboration time for staff and intervention time for students.
- Create a schedule of walk-throughs and identify any changes in walk-through instrument.
- Be sure to have attained your Ohio Teacher Evaluation System credential and review the policies and procedures.

### **Plan and Prepare**

- Plan the first week of school.
- Prepare annual assessment calendar (*30-, 60-, 90-day plan*).
- Hire (*as needed*).
- Finalize class lists.
- Meet with parent organization(s).
- Organize all building-level advisory committees (*parent, department, etc.*).

### **Develop**

- Develop interim and/or benchmark assessment calendar for following year.
- Develop an observation schedule and plan for the year.

### **Communicate**

- Publish annual meeting calendar (*faculty, department/PLC*).
- Revisit district and building goals.
- Edit student and staff handbooks.
- Draft staff welcome letter and school newsletter for mailing in early August.
- Inform parents that the Tdap vaccine (to prevent whooping cough) is required by the Ohio Department of Health for students entering the 7<sup>th</sup> grade.

## PROFESSIONAL LEARNING OPPORTUNITIES

July 28–29: OAESA Leader in Me Principals' Academy (445 Hutchinson Avenue)

Presented by:



## AUGUST

### **Review/Identify**

- Review state testing achievement data and value-added information.
- Use data to set own professional goals, as well as school goals.
- Review school safety plans with staff. Make sure all emergency systems are in order.
- Log into your eTPES account.
- Watch for principal (building-level) value-added information to be downloaded (*SGM/eTPES*).
- Review budget needs and expenditures.
- Review first day procedures with transportation, first day count, etc.
- Review purchase orders and make sure materials are present or scheduled for back-to-school delivery.
- Review the master schedule. Notify staff of any changes in classroom or teaching assignments.
- Verify that student and staff handbooks and planners are printed and ready for distribution. Create a master list of any changes to distribute at the first staff meeting. Review and include your code of conduct and any other contracts for parents. It is in the school's best interest to have students sign for receipt of the Student Code of Conduct, Acceptable Use Policy and Academic Integrity Agreements.
- Identify support needs of teachers new to your building.

### **Plan and Prepare**

- Plan and review fall testing.
- Plan meetings with your key players (administrative team) to occur every Monday morning.
- Plan and strategize with your administrative assistant. Create documents, weekly communication and meeting templates to be used throughout the year.
- Plan and schedule your new teacher summer in-service. Assign mentors and include them in the in-service. Schedule time to meet with other staff members who will be new to the building. Make sure everyone feels like a welcome part of the staff.
- Plan an open house or a curriculum night.
- Plan a parent meeting for those who will be new to the school along with the parents of the students transitioning in. Be sure to include communication between school/home, code of conduct, athletics and parent involvement opportunities.
- Plan the first staff meeting. Build in team-building time as well as professional development. Set the tone to focus instructional and academic issues.
- Organize your office and desk.
- Prepare fall event coverage schedule.
- Prepare professional growth plan.
- Prepare school opening inspirational remarks for staff: Be prepared to reaffirm the shared vision for the school.
- Prepare announcements that need to be made to open the day. Provide reminders for staff regarding forms that may need to be distributed and collected from the students.
- Discuss and sign off on evaluation review of procedures and file for each teacher.
- Leave a note and a small gift, such as a piece of candy, in the staff mailboxes for their arrival on the first day. The note can be a preprinted cardstock bookmark with a welcome and reminders.
- Be in the cafeteria and have extra support staff on hand to provide students with direction regarding the food lines and behavior expectations during the lunch hours.
- Greet new families and students as they are arriving to get schedules. Make sure counselors are providing transfer students with a "buddy" for the first day.
- Visit classrooms of staff members who are new to the building to offer your support and a friendly face.

## AUGUST *(continued from previous page)*

### Develop

- Determine a teacher evaluation schedule to begin the process based on the contract and recent changes in legislation.
- Create an evaluation procedure sheet outlining the evaluation process, and distribute to everyone being evaluated to ensure they know what to expect.
- Update general building forms.
- Develop a curriculum map of your professional development plan for the year. Include key staff members in the development and planning of your map.

### Communicate

- Communicate to staff the “vital behaviors” for success.
- Assist staff to interpret student achievement and progress data. Access the SOAR Data Dashboard for your district.
- Revisit and review district and building goals in light of data.
- If applicable, review teacher value-added reports. Support teachers as they analyze and plan to act on implications of this data.
- Evaluate your current communication tools: parent newsletters, staff weekly bulletin, school website, Facebook, Twitter, etc. Determine if there is a need to create new communication tools? *(Be sure to have parent sign off for pictures in handbook.)*
- Post all programs, performances, meetings and athletic events on the district calendar.
- Promote your free and reduced lunch program and encourage all that are eligible to participate.
- Post laminated directional signs in hallways and classrooms to make it easy for new students to find their way. Post important pieces of information on colored paper around the school. *(For example, the bell schedule on yellow, the lunch schedule on blue, homeroom lists on green, etc.)*
- Send a parent email, social media or website message the first week with a welcome and any important dates/reminders for the first week of school.

### Meet/Hold

- Schedule meetings (principal/staff) with all key groups to discuss concerns, needs, and goals for the year.
- Schedule a facilities walk-through with head custodian to ensure that the classrooms, common spaces and exterior are ready for staff and students.
- Notify the fire department and your central office when you are conducting drills. Send a parent email or post on social media after a drill to make them aware that you are practicing and ensuring their child’s safety.
- Conduct new staff orientation.
- Meet with parent organization(s).
- Hold a special meeting for all “new” students. *(no in the transition grade)*
- Meet with all students to review rules and expectations.
- Meet with key school committee, coaches and team members to finalize plans for the upcoming school year.
- Complete eight walk-throughs/observations every two weeks.
- Complete Emergency Evacuation Drill. *(In Ohio, this must be conducted during the first 10 days of new school year.)*
- Conduct tornado drill.

### PROFESSIONAL LEARNING OPPORTUNITIES

August 23, 2016: SOAR Thought Leader Event (Ohio Union at The Ohio State University)

Presented by:



# SEPTEMBER

### **Review/Identify**

- Review assessment schedules and pacing guides of teachers.
- Identify struggling students and monitor progress.
- Verify teacher roster and send access to teachers (*eTPES*).
- Review individual teacher categories and modify if needed.
- Identify accomplished, skilled, and developing teachers and develop observation schedule for year.

### **Plan and prepare**

- Establish and commit to a goal of a specified number of walkthrough observations per week, for the month.
- Prepare for Fall State Testing.

### **Develop**

- Form a data team comprised of your assistant principal(s), counselor(s), teacher leaders, and special education supervisor.
- Develop reading improvement and intervention plans for “not on track” students—immediately after diagnostics results.

### **Communicate**

- Complete and communicate reading diagnostics by September 30. Send letters with results of reading diagnostics to “not on track” students’ parents.

### **Meet/Hold**

- Meet with teachers to set goals for the year.
- Meet with all students to reinforce expectations.
- Meet with parent organization(s).
- Conduct first round of MAAP testing (*if applicable*).
- Begin the teacher observation process with the establishment of growth or improvement plans and pre-observation conferences.
- Conduct monthly Emergency Evacuation Drill.

### **PROFESSIONAL LEARNING OPPORTUNITIES**

September 12–13, 2016: OASSA/OAESA Beginning Administrators Academy (Hilton Columbus Easton)

September 13, 2016: BFK Leadership Academy Kick-Off (Battelle for Kids)

September 14, 2016: BFK Teacher Leaders Academy Kick-Off (Battelle for Kids)

September 15, 2016: BFK Aspiring Leaders Academy Kick-Off (Battelle for Kids)

September 28, 2016: OAESA Achievement in Motion: Engaging Each Learner (OCLC Conference Center)

September 29, 2016: OASSA: Student Discipline Conference (OCLC Conference Center)

Presented by:



## OCTOBER

### **Review/Identify**

- Identify struggling students and monitor progress.

### **Plan and Prepare**

- Establish and commit to a goal of a specified number of walkthrough observations per week, for the month.
- Prepare for State Testing.
- Assist teachers in implementation of formative instructional practices (FIP).

### **Communicate**

- Define and communicate protocol for submitting lesson plans in advance of classroom observations. The plan needs to be mindful of local policy regarding lesson plans and make note of Ohio's Learning Standards.
- Communicate with students, staff, and parents about test preparation.
- Communicate with activity advisors (student council, honor society, leadership class, or other activities.)
- Submit building SLOs to superintendent.

### **Meet/Hold**

- Begin teacher observations and post conferences. Consider meeting with staff departmentally or by common courses to look at pretest data and facilitate goal discussion.
- Semi-annual tornado drill.
- Conduct monthly Emergency Evacuation Drill.
- Meet with parent organization(s).
- Meet and greet parents and students at student activities.
- Make sure that facilities are reserved and ready for concerts. 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.
- Actively participate in formative assessment of your own performance (October–May).

### PROFESSIONAL LEARNING OPPORTUNITIES

October 1-31, 2016: Principal Appreciation Month

October 5, 2016: SOAR LLC Workshop (Ohio Union at The Ohio State University)

October 6–7: OAESA Leader in Me Principals' Academy (445 Hutchinson Avenue)

October 9–11, 2016: OASSA Fall Conference (Hilton Columbus at Easton)

October 13–15, 2016: Battelle for Kids Rural Education National Forum (Ohio Union at The Ohio State University)

October 19, 2016: OASSA Leadership Seminar (OCLC Conference Center)

October 26, 2016: SOAR Innovation Lab (Ohio Union at The Ohio State University)

October 27–28, 2016: OMLA Annual State Conference (Cincinnati)

Presented by:



# NOVEMBER

### **Review/Identify**

- Monitor your own progress. Make sure you're moving forward in areas you will be evaluated on.
- Review your district's policies regarding holiday activities and displays.
- Identify struggling students and monitor progress.

### **Plan and Prepare**

- Establish and commit to a goal of a specified number of walkthrough observations per week, for the month.
- Make sure that a building secretary is keeping an up-to-date list of staff phone numbers and that a notification plan is in place for school closings. If phone calls are no longer required due to automated systems, make sure the staff is aware of this change.

### **Develop**

- Appraise staff development provided to-date and revise, expand plans as analysis indicates.

### **Communicate**

- Share district policies regarding holiday activities and displays verbally and in writing.

### **Meet/Hold**

- School safety drill must be conducted on or before each first day of December.
- Conduct monthly Emergency Evacuation Drill.
- Prepare winter event coverage schedule.
- Continue teacher observations and post conferences.
- Meet with parent organization(s).
- Hold (quarterly as appropriate to building) data team meeting to review benchmark results, grade reports, student work, and other data. Discuss progress toward goals. Consult SOAR Data Dashboard and consider implications of projection data.

## PROFESSIONAL LEARNING OPPORTUNITIES

November 1, 2016: OASSA/OAESA OLAC/McNulty Leadership Essentials (Quest Conference Center)

November 10, 2016: OASSA/OAESA Aspiring to the Superintendency Conference (OCLC Conference Center)

November 14, 2016: SOAR Membership Celebration (Greater Columbus Convention Center)

November 14–15, 2016: OSBA Capital Conference (Greater Columbus Convention Center)

November 17–18, 2015: OAESA Secretary Conference (Doubletree Hotel and Conference Center)

Presented by:



## DECEMBER

### **Review/Identify**

- Review your district's collective bargaining agreement. Follow prescribed procedures with any teachers whose rating is or likely to be ineffective. Consult Human Resources (HR) for clarification and assistance. If there are no procedures in place, talk to your central office about how the mid-year reviews should be handled.
- Review inclement weather schedule procedures.
- Identify struggling students and monitor progress.

### **Plan and Prepare**

- Establish and commit to a goal of a specified number of walkthrough observations per week, for the month.
- Plan mid-year student recognition program. Review qualifications and involve staff in selecting recipients. Calculate length of program, and develop and announce assembly schedule in advance.
- Plan for mid-year meetings with teachers to share expectations so they are prepared.

### **Develop**

- Work with staff to offer after school opportunities for students to get tutoring and study assistance for finals.
- Develop semester exam schedule.

### **Communicate**

- Communicate with parents by letter if their child has exceeded district limit on the number of acceptable absences. Tell them about medical excuse requirements and potential academic failure.
- Communicate information on upcoming events to parents in mailings. Include frequent reminders to update changes in their contact information in case of emergency.
- Communicate final exam expectations to your staff regarding students who request to take exams early, exam review and preparation, exam dates/times, etc.

### **Meet/Hold**

- Faculty holiday party.
- MAAP testing (*if applicable*).
- Conduct mid-year data survey.
- Meet with parent organization(s).
- Conduct school safety drill on or before each first day of December.

### PROFESSIONAL LEARNING OPPORTUNITIES

December 7–8, 2016: OASSA/OAESA Beginning Administrators Academy (Hilton Columbus Easton)

Presented by:



## JANUARY

### **Review/Identify**

- Review the goals you set for the year.
- Identify struggling students and monitor progress.

### **Plan and Prepare**

- Establish and commit to a goal of a specified number of walkthrough observations per week, for the month.
- Submit record of evacuation drills to state Fire Marshal.
- Schedule next round of teacher observations and plan accordingly. *(ODE note: The board may require at least three formal observations of each teacher who is under consideration for non-renewal and with whom the board has entered into a limited contract of an extended limited contract.)*

### **Meet/Hold**

- Meet with your school improvement leads for a status update progression toward goals.
- Meet with parent organization(s).
- Conduct monthly Emergency Evacuation Drill.
- Hold (quarterly as appropriate to building) data team meeting to review benchmark results, grade reports, student work, and other data. Discuss progress toward goals. Consult SOAR Data Dashboard and consider implications of projection data.

### **Communicate**

- Document your goal progress and send an email to the staff with a mid-year school improvement progress report. Highlight things that still need to be accomplished and/or reinforced.
- Remind teachers to complete SLOs. Assist them to understand and implement these.

### PROFESSIONAL LEARNING OPPORTUNITIES

January 10, 2017: SOAR LLC Workshop (Ohio Union at The Ohio State University)

January 12, 2017: OASSA Student Handbook Conference (OCLC Conference Center)

January 19, 2017: OASSA Aspiring Administrators Conference (OCLC Conference Center)

Presented by:



## FEBRUARY

### **Review/Identify**

- Review high school pre-testing procedures for ACT.
- Review spring break guidelines and reminders with students.
- Identify struggling students and monitor progress.

### **Plan and Prepare**

- Establish and commit to a goal of a specified number of walkthrough observations per week, for the month.
- Prepare for Spring Testing.
- Prepare spring event coverage schedule.

### **Communicate**

- Have discussions with borderline teachers (*non-renewal discussions*).

### **Meet/Hold**

- Conduct monthly Emergency Evacuation Drill.
- Meet with departments for budget discussions.
- Hold annual earthquake drill.
- Continue teacher observations and conferences.
- Meet with parent organization(s).

### PROFESSIONAL LEARNING OPPORTUNITIES

February 9, 2017: OASSA/OAESA Legal Seminar (OCLC Conference Center)

Presented by:



# MARCH

### **Review**

- Identify struggling students and monitor progress.

### **Plan and Prepare**

- Establish and commit to a goal of a specified number of walkthrough observations per week, for the month.

### **Communicate**

- Have discussions with teachers about the plan, timeframe, and resources available to be prepared for Roster Verification.
- Communicate SLO reminder.

### **Meet/Hold**

- Continue teacher observations/conferences.
- Conduct monthly Emergency Evacuation Drill.
- Hold (quarterly as appropriate to building) data team meeting to review benchmark results, grade reports, student work, and other data. Discuss progress toward goals. Consult SOAR Data Dashboard and consider implications of projection data.

## PROFESSIONAL LEARNING OPPORTUNITIES

March 1, 2017: SOAR Innovation Lab (Ohio Union at The Ohio State University)

March 9, 2017: OAESA Preparing to Lead (445 Hutchinson Avenue)

March 14, 2017: OASSA/OAESA Hot Topics Conference (OCLC Conference Center)

March 16, 2017: OASSA/OAESA OLAC/McNulty Leadership Essentials (Quest Conference Center)

March 27–28, 2017: OASSA/OAESA Assistant Principals Conference (Hilton Columbus at Easton)

Presented by:



# APRIL

### **Develop**

- Start budget planning for upcoming school year.
- Build your summer school program and make sure summer school dates and applications are available to students/parents in print and on your website. Counselors should contact students directly who are behind in credits to ensure they are registering for summer school courses required for graduation.
- Develop criteria to guide selection of new staff members. If you are new to the hiring process, make sure you follow district procedures and hiring guidelines.
- Develop year-end exam/AP exam schedule.

### **Review/Identify**

- Identify struggling students and monitor progress.
- Identify probable staff vacancies for next school year.
- Work with counselors, department chairs, and your media specialist/librarian to place textbook orders and to identify books in need of rebinding to ensure arrival in time for summer registration.

### **Plan and Prepare**

- Establish and commit to a goal of a specified number of walkthrough observations per week, for the month.
- Submit all budgets.
- Submit changes to student handbook/code of conduct to superintendent for BOE consideration.
- Prepare for end-of-year student recognition programs: awards, qualifying recipients, speaker, presenters, program and schedule. Collaborate with everyone involved in the planning and facilitation of the event.
- Start planning for commencement activities.
- Prepare paper orders; lesson plan and grade software of books; and general classroom and office supplies. Use consortium purchasing to reserve funds for quality instructional resources.
- Complete Roster Verification School Set-Up.

### **Communicate**

- Post staff openings/begin hiring process.
- Report (as directed) building SGMs to superintendent.

### **Meet/Hold**

- Conduct monthly Emergency Evacuation Drill.
- Conduct tornado drill.
- Complete summative meetings with teachers (*written reports are due May 10*).
- Meet with parent organization(s).
- Complete Observation Rubrics (*by May 1*).

## PROFESSIONAL LEARNING OPPORTUNITIES

April 27, 2017: SOAR LLC Workshop (Ohio Union at The Ohio State University)

Presented by:



# MAY

### **Review/Identify**

- Identify struggling students and monitor progress.

### **Plan and Prepare**

- Establish and commit to a goal of a specified number of walkthrough observations per week, for the month.
- Prepare for summer school planning.
- Confirm final plans for graduation.
- Complete Roster Verification Review and Approval.

### **Develop**

- Finalize summer cleaning schedule for building.
- Submit final record of evacuation drills to State Fire Marshal.
- Determine holistic rating for each teacher's performance and enter (*eTPES*).
- Enter and verify each teacher's local SGM (*eTPES*).
- Document Final Summative Rating for each teacher (*eTPES*).

### **Communicate**

- Distribute written reports to teachers by May 10.
- Notify non-graduating seniors.
- Discuss with custodial staff any end-of-the-year set up for events, campus clean up needed after student dismissal and summer cleaning schedules.
- Report (as directed) building SGMs to superintendent.

### **Meet/Hold**

- Conduct monthly Emergency Evacuation Drill.
- Conduct tornado drill.
- Meet with Athletic Director concerning summer athletic camps.
- Meet with parent organization(s).
- Celebrate National Teacher Appreciate Week.
- Allow time for student to clean out their lockers prior to the last few weeks of school. Custodians should put trashcans in the locker bays and teachers can assist with supervision as students clean out their lockers.
- Hold short meetings with groups of 8<sup>th</sup> graders and/or seniors before they leave.
- Meet with all key stakeholder groups to begin planning for next year.
- Hold (quarterly as appropriate to building) data team meeting to review benchmark results, grade reports, student work, and other data. Discuss progress toward goals. Consult SOAR Data Dashboard and consider implications of projection data.

## PROFESSIONAL LEARNING OPPORTUNITIES

May 1–2, 2017: OASSA Secretary Conference (Hilton Columbus at Easton)

May 2, 2017: SOAR Thought Leader Event (Ohio Union at The Ohio State University)

Presented by:



# JUNE

### **Review/Identify**

- Review any survey data to plan for next year.
- Begin to identify professional learning goals for next year.
- Review teacher websites. Make sure they are up-to-date with any summer reading and preparation requirements (such as reading assignments in AP classes).
- Review the athletic website. Make sure it has all camp and tryout information posted, along with contact information for coaches.
- Include summer office hours, as well as the process for registering new students, on school website.

### **Plan and Prepare**

- Prepare event calendar for next school year (*as much as possible*).
- Plan opening day.

### **Develop**

- Update calendar.
- Design preliminary plan for next year's professional learning calendar.

### **Communicate**

- Post a positive year-end message on your school sign thanking the students, staff, and parents for a great year.
- Post important end of the year information on the website and on your social media sites.
- Notify staff of dates/times that parts of the building may be inaccessible due to floor waxing, painting, etc. Change your building phone message to include summer office hours and/or summer school contact information. Post this on your school's website and social network tools.
- Communicate with building and district custodial and maintenance personnel regarding the cleaning schedules.

### **Meet/Hold**

- Conduct monthly Emergency Evacuation Drill.
- Conduct tornado drill.
- Hire as needed.
- Complete hiring.
- Meet with parent organization(s).
- Monitor and verify postings for vacancies throughout the summer. Make sure you have staff secured to participate on interview teams.

### **PROFESSIONAL LEARNING OPPORTUNITIES**

June 2017 (date TBD): BFK Educators Connect for Success Conference (Ohio Union at The Ohio State University)

June 14-16, 2017: OAESA Professional Conference (Hilton Columbus at Easton)

June 15, 2017: OASSA Instructional Leadership Conference (OCLC Conference Center)

Presented by:

