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? Confiered 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)

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
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)